



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***JANUARY 7, 2002
12:15 P.M.***

CITY COUNCIL CHAMBER

AGENDA FOR THE COUNCIL

1. Call to Order--Roll Call.

City Manager briefing with regard to voluntary water conservation.
(15 minutes)

P. 8

A communication from the Honorable Ralph K. Smith, Mayor, requesting a Closed Meeting to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

P. 9

A communication from Council Member C. Nelson Harris, Chair, City Council Personnel Committee, requesting a Closed Meeting to discuss the performance of three Council-Appointed Officers, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

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**THE MEETING OF ROANOKE CITY COUNCIL WILL BE
DECLARED IN RECESS TO BE RECONVENED AT 2:00 P.M., IN THE
CITY COUNCIL CHAMBER.**



***ROANOKE CITY COUNCIL
REGULAR SESSION***

***JANUARY 7, 2002
2:00 P.M.***

CITY COUNCIL CHAMBER

AGENDA FOR THE COUNCIL

1. Call to Order--Roll Call.

The Invocation will be delivered by The Reverend J. Eugene Young, Pastor, Jerusalem Baptist Church.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Ralph K. Smith.

Welcome. Mayor Smith.

NOTICE:

Meetings of Roanoke City Council are televised live on RVTv Channel 3. Today's meeting will be replayed on Channel 3 on Wednesday, January 9, 2002, at 7:00 p.m., and Sunday, January 13, 2002, at 4:00 p.m. Council meetings are now being offered with closed captioning for the hearing impaired.

ANNOUNCEMENTS:

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE THURSDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION. CITIZENS WHO ARE INTERESTED IN OBTAINING A COPY OF ANY ITEM LISTED ON THE AGENDA MAY CONTACT THE CITY CLERK'S OFFICE, ROOM 456, NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, S. W., OR CALL 853-2541.

THE CITY CLERK'S OFFICE NOW PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA PACKAGE ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, CLICK ON THE ROANOKE CITY COUNCIL ICON, CLICK ON MEETINGS AND AGENDAS, AND DOWNLOAD THE ADOBE ACROBAT SOFTWARE TO ACCESS THE AGENDA.

ALL PERSONS WISHING TO ADDRESS COUNCIL ARE REQUESTED TO REGISTER WITH THE STAFF ASSISTANT WHO IS LOCATED AT THE ENTRANCE TO THE COUNCIL CHAMBER. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH, HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE IS REQUESTED TO CONTACT THE CITY CLERK'S OFFICE AT 853-2541 TO OBTAIN AN APPLICATION.

2. PRESENTATIONS AND ACKNOWLEDGMENTS:
NONE.

3. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

- C-1 Minutes of the regular meeting of Council held on Monday, November 5, 2001.

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RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

- C-2 A communication from the City Manager recommending that a public hearing be advertised for Tuesday, January 22, 2002, at 7:00 p.m., or as soon thereafter as the matter may be heard, in connection with the Roanoke River Flood Reduction Project – subdivision and conveyance of property rights.

P. 45

RECOMMENDED ACTION: Concur in request.

- C-3 A communication from the City Manager recommending that a public hearing be advertised for Tuesday, January 22, 2002, at 7:00 p.m., or as soon thereafter as the matter may be heard, in connection with a request of the Times-World Corporation for the lease of air rights over Second Street, S. W.

P. 46

RECOMMENDED ACTION: Concur in request.

- C-4 A communication from the City Manager recommending that a public hearing be advertised for Tuesday, January 22, 2002, at 7:00 p.m., or as soon thereafter as the matter may be heard, in connection with an extension of a lease agreement with the General Services Administration of the Federal Government for space within the Commonwealth Building.

P. 47

RECOMMENDED ACTION: Concur in request.

- C-5 A communication from Sergeant C. A. Karr tendering his resignation as a member of the Towing Advisory Board, effective September 18, 2001.

P. 48

RECOMMENDED ACTION: Receive and file communication and accept resignation.

- C-6 Qualification of the following persons:

James Schlueter as a member of the Architectural Review Board for a term ending October 1, 2005;

Robert Humphreys as a member of the Roanoke Arts Commission for a term ending June 30, 2004; and

Cheri W. Hartman as a member of the Advisory Board of Human Development for a term ending November 30, 2005.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

4. PUBLIC HEARINGS: NONE.

5. PETITIONS AND COMMUNICATIONS: NONE.

6. REPORTS OF CITY OFFICERS:

a. CITY MANAGER:

BRIEFINGS: NONE.

ITEMS RECOMMENDED FOR ACTION:

1. A communication with regard to competitive negotiation for a ticketing services agreement at City Civic Facilities.
2. A communication recommending appropriation of \$100,000.00 in connection with a grant agreement with the Virginia Department of Housing and Community Development for derelict structures funds.
3. A communication recommending appropriation of \$75,000.00 in connection with master planning and urban design services for miscellaneous projects to be determined by the City.

P. 49; R. 51

P. 53; B/O 55

P. 56; B/O 58

b. DIRECTOR OF FINANCE:

1. Financial report for the month of November 2001.
2. A report with regard to a revision to the City of Roanoke Pension Plan: Employees Supplemental Retirement System - optional spousal allowance.
3. A report with regard to transfer of General Fund Balance Reserve for self-insured liabilities.
4. A report with regard to execution of an amendment to the lease agreement with Suntrust Leasing Corporation for acquisition and installation of certain equipment by the City.

P. 59

P. 77; O. 79

P. 82; B/O 83

P. 85; R. 88

7. REPORTS OF COMMITTEES:

- a. A report of the Architectural Review Board recommending endorsement of architectural review guidelines, as amended, for the H-1 and H-2 Districts. Robert B. Manetta, Chair.

P. 89; R. 172

8. UNFINISHED BUSINESS: NONE.

9. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:

- a. A resolution electing and appointing Jesse A. Hall as Director of Finance for the City of Roanoke, effective at midnight on January 31, 2002, and ratifying certain terms and conditions of employment.
- b. A resolution appointing Charles A. Hunter, III, as a Director of the Industrial Development Authority of the City of Roanoke for a term ending October 20, 2004.

R. 173

R. 175

10. MOTIONS AND MISCELLANEOUS BUSINESS:

- a. Inquiries and/or comments by the Mayor, Vice-Mayor and Members of City Council.
- b. Vacancies on various authorities, boards, commissions and committees appointed by Council.

11. CITY MANAGER COMMENTS:

12. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR ANY NECESSARY AND APPROPRIATE RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.

CERTIFICATION OF CLOSED SESSION.



Office of the City Manager

January 7, 2002

Honorable Ralph K. Smith, Mayor, and Members of City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

Subject: Voluntary Water Conservation

This is to request space on Council's 12:15 p.m. agenda for a 15-minute briefing on the above referenced subject.

Respectfully submitted,

Darlene L. Burcham
City Manager

DLB:ca

c: City Attorney
Director of Finance
City Clerk

**CITY OF ROANOKE
OFFICE OF THE MAYOR**

215 CHURCH AVENUE, S.W., ROOM 452

ROANOKE, VIRGINIA 24011-1594

TELEPHONE: (540) 853-2444

FAX: (540) 853-1145

RALPH K. SMITH
Mayor

January 7, 2002

The Honorable Vice-Mayor and
Members of the Roanoke City Council
Roanoke, Virginia

Dear Members of Council:

I wish to request a Closed Meeting to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,



Ralph K. Smith
Mayor

RKS:sm

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CITY OF ROANOKE
CITY COUNCIL

215 Church Avenue, S.W., Room 456
Roanoke, Virginia 24011-1536
Telephone: (540) 853-2541
Fax: (540) 853-1145

RALPH K. SMITH
Mayor

January 7, 2002

Council Members:
William D. Bestpitch
William H. Carder
C. Nelson Harris
W. Alvin Hudson, Jr.
William White, Sr.
Linda F. Wyatt

The Honorable Mayor and Members
of the Roanoke City Council
Roanoke, Virginia

Dear Mayor Smith and Members of Council:

I wish to request a Closed Meeting to discuss the performance of three Council-Appointed Officers, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,



C. Nelson Harris, Chair
City Council Personnel Committee

CNH:sm

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REGULAR WEEKLY SESSION-----ROANOKE CITY COUNCIL

November 5, 2001

12:15 p.m.

The Council of the City of Roanoke met in regular session on Monday, November 5, 2001, at 12:15 p.m., the regular meeting hour, in the City Council Chamber, fourth floor, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, Virginia, with Mayor Ralph K. Smith presiding, pursuant to Chapter 2, Administration, Article II, City Council, Section 2-15, Rules of Procedure, Rule 1, Regular Meetings, Code of the City of Roanoke (1979), as amended.

PRESENT: Council Members Linda F. Wyatt, William D. Bestpitch, William H. Carder, C. Nelson Harris, W. Alvin Hudson, Jr., William White, Sr., and Mayor Ralph K. Smith-----7.

ABSENT: None-----0.

OFFICERS PRESENT: William M. Hackworth, City Attorney; James D. Grisso, Director of Finance; and Mary F. Parker, City Clerk.

PURCHASE/SALE OF PROPERTY-CITY MANAGER-COUNCIL: A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss a matter with regard to acquisition of real property for a public purpose where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the City, pursuant to Section 2.2-3711(A)(3), Code of Virginia (1950), as amended, was before the body.

Mr. Carder moved that Council concur in the request of the City Manager to convene in a Closed Meeting to discuss a matter with regard to acquisition of real property for a public purpose where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the City, pursuant to Section 2.2-3711(A)(3), Code of Virginia (1950), as amended. The motion was seconded by Mr. Bestpitch and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

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DIRECTOR OF FINANCE-PERSONNEL DEPARTMENT-COUNCIL: A report of the Director of Finance requesting that Council convene in a Closed Meeting to discuss a personnel matter with regard to the Director of Finance, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended, was before the body.

Mr. Carder moved that Council concur in the request of the Director of Finance to convene in a Closed Meeting to discuss a personnel matter with regard to the Director of Finance, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Bestpitch and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

At 12:23 p.m., the Mayor declared the meeting in recess.

At 12:30 p.m., the meeting reconvened in the Emergency Operations Center Conference Room, Room 159, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., for a joint meeting of Council and the Roanoke Civic Center Commission.

PRESENT: Council Members Linda F. Wyatt, William D. Bestpitch, William H. Carder, C. Nelson Harris, W. Alvin Hudson, Jr., William White, Sr., and Mayor Ralph K. Smith-----7.

ABSENT: None-----0.

ROANOKE CIVIC CENTER COMMISSION MEMBERS PRESENT: Thomas G. Powers, Robert C. Poole, Sandra W. Ryals and Chairman Calvin H. Johnson-----4.

ABSENT: Mark E. Feldmann and Vernon M. Danielsen-----2.

OTHERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; James D. Grisso, Director of Finance; Mary F. Parker, City Clerk; and James M. Evans, Director, Civic Center Facilities.

ROANOKE CIVIC CENTER: The City Manager advised that several months ago, Council held a joint meeting with the Roanoke Civic Center Commission and was briefed on the details of a multi-faceted plan to totally renovate and expand the Civic

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Center complex. She stated that it was recognized at that time that a program needs to be considered over a specified period of time and as new revenue sources become available to enable the Civic Center and its improvements to be self-funded. She noted that Council has prioritized its needs over the next two years and called attention to the importance of continuing with Civic Center improvements as one of the City's major initiatives, and the first phase of improvements has been identified, along with certain unique ways to finance improvements so as not to be a burden to the taxpayers. She advised that potential funding sources have been proposed to the Legislative Committee for first phase improvements, a presentation was made to the Civic Center Commission, and it is hoped that Council will endorse the first phase in order to move forward with the General Assembly process to secure the necessary funding. She called on James M. Evans, Director, Department of Civic Facilities, for a presentation on expansion and special needs at the Civic Center.

Mr. Evans advised that shortcomings of the current facility include inadequate space for entertainment events, with limited dressing room facilities, no green room, no private back stage, no catering area, no production and storage facilities; lack of back of house amenities for entertainment events, with inadequate load in area and insufficient electrical power; lack of amenities for patrons, with poorly designed and inadequate restroom facilities, concession areas and box office, antiquated design of seating and narrow concourses; limited seating capacity; insufficient exhibit space, with inappropriate use of the Coliseum for flat shows, lost business due to limited exhibit space and scheduling difficulties during prime season; parking and traffic deficiencies, with insufficient ingress and egress and lack of sufficient parking; and outdated amenities in the auditorium, with back stage and front of house limitations.

Mr. Evans pointed out that the architect's recommended components include two 32,500 square feet Exhibit Halls, private boxes on three sides of the Coliseum, club seats/club lounge on the south side, concourse renovation and expansion, seating bowl-aisle closure/seat replacement, restaurant/sports bar, additional seating (raise Coliseum roof), improved back of course amenities, auditorium renovations, enclosure of plaza, and parking improvements.

It was explained that the Rosser International Study in October 1999 included a \$65 million expansion with the following construction plan:

Phase I - \$3 million

Includes additional dressing rooms, office space and sports equipment, with construction scheduled to begin in May 2002.

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Phase II - \$14.9 million**Exhibit Hall and other urgently needed improvements****Future Phases****Additional Exhibit Hall, arena seat expansion, concourse expansion, general renovation, etc.**

Mr. Evans reviewed the following components of Phase II: 32,000 square feet of open exhibit space, new kitchen facilities, new storage facilities, hockey and AF2 offices and locker rooms, relocated cooling tower, ticket office and administrative offices, new truck dock/marshaling yard, back of house improvements to auditorium, and marquee on Interstate 581. He reviewed artists' renderings of the Exhibit Hall, new Box Office and Administrative Offices.

He explained that parking and traffic improvements include shared parking with the new stadium/amphitheater, 3,000 - 3,500 total spaces, and physical improvements to the Orange Avenue/Williamson Road intersection; Phase II funding total project cost is \$14,941,020.00 and an annual debt service requirement of \$1,250,000.00; and a recommended funding scenario is as follows:

Increase Admission Tax on Civic Center	\$ 460,000.00
Establish a five per cent Civic Center Capital Improvements Fee	420,000.00
Sales Tax Rebate on Civic Facility payments (requires General Assembly approval)	47,000.00
Net Revenues available from operations	<u>323,000.00</u>
TOTAL	\$ 1,250,000.00

Mr. Evans reported on the following proposed time schedule:

Architect/Engineer Selection	2.5 months
Design	2.0 months
Documentation	5.0 months
Bid/Award Construction Contract	2.5 months
Construction	<u>15.0 months</u>
TOTAL	27.0 months

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Calvin H. Johnson, Chairperson, Roanoke Civic Center Commission, presented a resolution adopted by the Civic Center Commission on Monday, October 31, 2001, recommending the capital improvements program at the Roanoke Civic Center and further recommending that Council take the following actions:

1. Authorize \$14.9 million in improvements to the Roanoke Civic Center, to include a 32,000 square foot Exhibit Hall and improvements needed for the Civic Center.
2. Request legislative action to authorize the City to increase the City Admissions Tax from five per cent to ten per cent on admissions at the Roanoke Civic Center only.
3. Request legislative action to provide the City with reimbursement of two per cent sales tax revenues generated at the Roanoke Civic Center.
4. Concur with the Commission's plan to establish a Civic Center Capital Improvements Fee on ticket sales for Civic Center events not to exceed five per cent of the ticket price, with such fee to be effective for events occurring on or after July 1, 2002, and the proceeds of such fee to be used to help fund the above improvements package.
5. Appropriate \$850,000.00 for the purpose of initiating and completing the architectural and engineering process for the above improvements package for proposes of having the project placed out for bids.

The City Manager called attention to considerable discussion regarding the need to keep young people in the Roanoke community and to attract more young people to the area, because for various reasons, young persons are relocating to other parts of the state or the country. She stated that the City has the potential to create an identity for the City of Roanoke and the Roanoke Valley as a regional entertainment venue as a result of the decisions that Council makes relative to the stadium/amphitheater project and improvements to the Civic Center; and the City of Roanoke has the ability to attract major events to the community that will allow young people to see that the Roanoke area has something to offer by comparison with many other communities. She advised that Roanoke's ability to attract top of the line professionals will be determined by the type of facilities and planning that is made toward future improvements; Roanoke is at a cross roads in terms of deciding its future and Civic Center improvements represent a key element to future planning. She stated that tourism material prepared by the Commonwealth of Virginia has indicated that the I-581/Orange Avenue Interchange is frequented by a greater number of out of state vehicles than the I-64 exit ramp for Busch Gardens, which offers a great opportunity for the City of Roanoke to identify and to sell itself.

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There was discussion with regard to funding questions, admissions taxes, plans for the future of the current Exhibit Hall when new construction is completed, the ability to solicit major events, businesses, etc., economic development benefits, and the time frame for design funding.

Vice-Mayor Carder called attention to the feasibility of increasing the admissions tax by ten per cent, calculating the difference between the increase and five per cent to non-profit organizations, and increasing the City's contribution to non-profit/cultural agencies by that difference, which would eliminate the need to include the request in the City's Legislative Program. He offered the above as a suggestion for Council's consideration.

The City Manager advised that consideration has been given with regard to funding mechanisms in order to make improvements to the facility as palatable as possible to the community as a whole, and increasing the admissions tax on the facility that is going to benefit from improvements is a reasonable approach. She stated that she is pessimistic about the ability to obtain funds from the General Assembly this year, however, legislative authority for localities to make a local choice appears to be a more successful avenue. She added that if General Assembly authority is not successful in order to impose a higher tax at the facility, she would recommend a City-wide admissions tax increase. In comparison to other major cities in Virginia with such facilities, she stated that Roanoke is low on the admissions tax on a city wide basis. She advised that she would not be disappointed if Council chose to look at either a small increase in the admissions tax on a City-wide basis, or a larger increase of up to ten per cent on a City-wide basis as suggested by Vice-Mayor Carder, with the idea that the balance would be used for some other purpose such as non-profit agencies or such other activities identified by the Council.

Following further discussion, Ms. Wyatt moved that the City Manager be requested to report to Council at its next regular meeting on Monday, November 19, 2001, with a time frame for completion of architectural design for the Roanoke Civic Center improvements project, and that the City Manager and the City Clerk be requested to schedule a date for Council's annual Financial Planning Session in early 2002 to discuss funding sources. The motion was seconded by Mr. White and adopted.

At 1:50 p.m., the Mayor declared the meeting in recess to be reconvened at 2:00 p.m., in the City Council Chamber.

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At 2:00 p.m., on Monday, November 5, 2001, the regular meeting of City Council reconvened in the Roanoke City Council Chamber, fourth floor, Noel C. Taylor Municipal Building, 215 Church Avenue, S. W., City of Roanoke, with Mayor Smith presiding.

PRESENT: Council Members Linda F. Wyatt, William D. Bestpitch, William H. Carder, C. Nelson Harris, W. Alvin Hudson, Jr., William White, Sr., and Mayor Ralph K. Smith-----7.

ABSENT: None-----0.

OFFICERS PRESENT: Darlene L. Burcham, City Manager; William M. Hackworth, City Attorney; James D. Grisso, Director of Finance; and Mary F. Parker, City Clerk.

The reconvened meeting was opened with a prayer by The Reverend Edward T. Burton, Pastor, Sweet Union Baptist Church.

The Pledge of Allegiance to the Flag of the United States of America was led by Mayor Smith.

PRESENTATIONS AND ACKNOWLEDGEMENTS:

DONATIONS/CONTRIBUTIONS-ACTS OF ACKNOWLEDGEMENT-COUNCIL:
Mr. Hudson offered the following resolution formally presenting a portrait of the late former Mayor Noel C. Taylor to his family:

(#35622-110501) A RESOLUTION concurring in the request and approving the presentation of a portrait of the late Dr. Noel C. Taylor, former Mayor of the City of Roanoke, to his family for display in their home.

(For full text of Resolution, see Resolution Book No. 65, page 222.)

Mr. Hudson moved the adoption of Resolution No. 35622-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

On behalf of the Members of Council and the citizens of the City of Roanoke, the Mayor presented the portrait to Mrs. Taylor.

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ROANOKE CIVIC CENTER-ACTS OF ACKNOWLEDGEMENT-DECEASED PERSONS: Mr. Carder offered the following resolution:

(#35623-110501) A RESOLUTION memorializing the late Edward L. (Whitey) Lambert, a resident of Roanoke, a former lieutenant in the City Sheriff's Department, and member of the Roanoke Civic Center Commission.

(For full text of Resolution, see Resolution Book No. 65, Page 223.)

Mr. Carder moved the adoption of Resolution No. 35623-110501. The motion was seconded by Mr. Hudson and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

PROCLAMATIONS-HUMAN DEVELOPMENT: The Mayor presented a proclamation declaring November 11 - 17, 2001, as National Hunger and Homelessness Awareness Week in the City of Roanoke.

(For full text, see proclamation on file in the City Clerk's Office.)

CONSENT AGENDA

The Mayor advised that all matters listed under the Consent Agenda were considered to be routine by the Members of Council and would be enacted by one motion in the form, or forms, listed on the Consent Agenda, and if discussion was desired, that item would be removed from the Consent Agenda and considered separately. He called specific attention to two requests for Closed Meetings to discuss vacancies on various authorities, boards, commissions and committees appointed by Council, and to discuss personnel matters, specifically interviews for appointments to the Architectural Review Board and an appointment to the Board of Zoning Appeals.

MINUTES: Minutes of the regular meeting of Council held on Monday, October 1, 2001, recessed until Wednesday, October 3, 2001, and further recessed until Thursday, October 4, 2001, were before the body.

(For full text, see Minutes on file in the City Clerk's Office.)

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Mr. Harris moved that the reading of the Minutes be dispensed with and that the Minutes be approved as recorded. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

COMMITTEES-COUNCIL: A communication from Mayor Ralph K. Smith requesting that Council convene in a Closed Meeting to discuss personnel matters relating to vacancies on various authorities, boards, commissions and committees appointed by the Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended, was before the body.

(For full text, see communication on file in the City Clerk's Office.)

Mr. Harris moved that Council concur in the request of the Mayor to convene in a Closed Meeting to discuss personnel matters relating to vacancies on various authorities, boards, commissions and committees appointed by the Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

COMMITTEES-COUNCIL: A communication from Mayor Ralph K. Smith requesting that Council convene in a Closed Meeting to discuss personnel matters, specifically interviews for appointments to the Architectural Review Board and an appointment to the Board of Zoning Appeals, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended, was before the body.

(For full text, see communication on file in the City Clerk's Office.)

Mr. Harris moved that Council concur in the request of the Mayor to convene in a Closed Meeting to discuss personnel matters, specifically interviews for appointments to the Architectural Review Board and an appointment to the Board of Zoning Appeals, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Carder and adopted by the following vote:

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AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White
and Mayor Smith-----7.

NAYS: None-----0.

PURCHASE/SALE OF PROPERTY-BUILDINGS/BUILDING DEPARTMENT-ARTS MUSEUM OF WESTERN VIRGINIA-WESTERN VIRGINIA FOUNDATION FOR THE ARTS AND SCIENCES-IMAX THEATER: A communication from the City Manager advising that pursuant to provisions of the Code of Virginia, the City of Roanoke is required to hold a public hearing on the proposed conveyance or vacation of property rights, was before Council. The City Manager requested that a public hearing be advertised for Monday, November 19, 2001, at 7:00 p.m., or as soon thereafter as the matter may be heard in the City Council Chamber, in connection with conveyance of surplus City-owned property for the Art Museum-IMAX Theatre, described as Official Tax No. 4010205. containing 0.858 acre.

Mr. Harris moved that Council concur in the request of the City Manager to advertise a public hearing as above described. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White
and Mayor Smith-----7.

NAYS: None-----0.

ROANOKE ARTS COMMISSION-ROANOKE NEIGHBORHOOD PARTNERSHIP STEERING COMMITTEE-OATHS OF OFFICE-COMMITTEES: The following report of qualification was before Council:

Frank J. Eastburn as a member of the Roanoke Arts Commission for a term ending June 30, 2002; and

Christine Proffitt for a term ending November 30, 2003,
George M. McMillan and Fredrick M. Williams for terms ending
November 30, 2004, as members of the Roanoke Neighborhood
Partnership Steering Committee.

Mr. Harris moved that the report of qualification be received and filed. The motion was seconded by Mr. Carder and adopted by the following vote:

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AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

REGULAR AGENDA

PUBLIC HEARINGS:

BONDS-SCHOOLS: Pursuant to instructions of Council, the City Clerk having advertised a public hearing for Monday, November 5, 2001, at 2:00 p.m., or as soon thereafter as the matter may be heard in the City Council Chamber, on a proposed resolution, or resolutions, approving issuance by the City of its general obligation bonds, in an amount estimated not to exceed \$1,100,000.00, for the purpose of financing certain rehabilitations, repairs and equipment in connection with Lincoln Terrace Elementary School, the matter was before the body.

An e-mail from George J. A. Clemo, Attorney, advising that the bond will not be issued this year because a buyer could not be found before the November 1 deadline for application to the Virginia Department of Education for authority to issue the Qualified Zone Academy Bond. Accordingly, he stated that there is no need to proceed with the public hearing on the proposed issuance of the bond at the Council meeting on Monday, November 5, 2001.

Without objection by Council, the Mayor advised that the public hearing would be withdrawn.

PETITIONS AND COMMUNICATIONS:

COUNCIL: A communication from Council Member William D. Bestpitch advising that the last three pay increases which were approved by Council for the Mayor, Vice-Mayor and Members of Roanoke City Council are as follows, was before Council.

<u>Ordinance No.</u>	<u>Effective Date</u>	<u>Mayor's Salary</u>	<u>Vice-Mayor's Salary</u>	<u>Council Member Salaries</u>
29103	July 1, 1988	\$15,000.00	\$13,000.00	\$12,000.00
30036-50790	July 1, 1990	\$15,000.00	\$13,000.00	\$13,000.00
32980-060396	July 1, 1996	\$18,000.00	\$14,000.00	\$14,000.00

Inasmuch as the Mayor and Members of Council have not received a pay increase since July 1, 1996, pursuant to Sec. 15.2-1414.6, Code of Virginia (1950), as amended, he proposed adoption by Council of an ordinance which will increase the salary of the Mayor from \$18,000.00 to \$18,630.00 per annum and increase the salaries of the Vice-Mayor and Members of City Council from \$14,000.00 to

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\$14,490.00 per annum for the fiscal year commencing July 1, 2002. He explained that the proposed increase for the Mayor and Council Members is commensurate with the 3.5 per cent base pay increase which was afforded to City employees, effective July 1, 2001.

Mr. Bestpitch offered the following ordinance:

(#35624-110501) AN ORDINANCE establishing the annual salaries of the Mayor, Vice-Mayor and Council Members for the fiscal year beginning July 1, 2002, and dispensing with the second reading by title of this ordinance.

Mr. Bestpitch moved the adoption of Ordinance No. 35624-110501. The motion was seconded by Mr. Carder.

Mr. Bob Zimmerman, 1510 Langhorne Street, S. E., advised that when Council Members campaigned for their positions, each person knew what the salary structure, however during the Councilmanic election, the salary issue was not important. He stated that this is not a good time to request a raise in view of the fact that recent employment figures revealed that 425,000 persons are unemployed and the nation is on the verge of a recession.

In view of inflation; the Mayor advised that Members of Council are currently paid substantially less than they were paid several years ago. However, as Mayor he could not accept a pay increase, and asked that the position of Mayor be deleted from the resolution.

He stated that he would support a pay increase for Council Members, but would prefer that Council members complete their term of office; and, if reelected to the position, they would then be entitled to the addition compensation.

The City Attorney advised that upon Council's favorable action, no pay increase would take effect until July 1, 2002, which is after the next Councilmanic election.

Mr. Bestpitch offered a friendly amendment to the resolution that the salary of the Mayor remain at \$18,000.00 per annum. The motion was seconded by Mr. Carder and adopted.

Resolution No. 35624-110501, as amended, was adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, White, and Mayor Smith -----6.

NAYS: Council Member Hudson-----1.

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TAXES-SPECIAL PERMITS: A petition from Unified Human Services Transportation System, Inc., (RADAR) requesting exemption from taxation of real property identified as Official Tax Nos. 1311221, 2410101, and 2410301 - 2410306, inclusive, pursuant to Section 30-19.04(B), Code of Virginia (1950), as amended, was before Council.

Mr. White moved that the matter be referred to the City Manager and the City Attorney for study, report and recommendation to Council and to schedule a public hearing. The motion was seconded by Mr. Carder and unanimously adopted.

REPORTS OF OFFICERS:

CITY MANAGER:

BRIEFINGS: None.

ITEMS RECOMMENDED FOR ACTION:

CAPITAL MAINTENANCE AND EQUIPMENT REPLACEMENT PROGRAM-EQUIPMENT: The City Manager submitted a communication advising that the Capital Maintenance and Equipment Replacement Program has identified the need to replace three refuse cab/chassis and three refuse rear loading bodies for Solid Waste Management; whereupon, the City Manager recommended that Council accept the bid of Magic City Motor Corporation, at a total cost of \$203,787.00, for refuse cab/chassis and the bid of Bilthuis & Associates, Inc. LLC., at a total cost of \$112,869.00, for refuse rear loading bodies, and reject all other bids received by the City.

Mr. Hudson offered the following resolution:

(#35625-110501) A RESOLUTION accepting the bid of Magic City Motor Corporation for the purchase of three new refuse cab/chassis and the bid of Bilthuis & Associates, Inc., LLC for the purchase of three new refuse rear loading bodies, upon certain terms and conditions; and rejecting all other bids made for such items.

(For full text of Resolution, see Resolution Book No. 65, page 224.)

Mr. Hudson moved the adoption of Resolution No. 35625-110501. The motion was seconded by Mr. Harris and adopted by the following vote:

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AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

SEWERS AND STORM DRAINS-PIPE LINES/STORAGE TANKS-WATER RESOURCES: The City Manager submitted a communication advising that bids were received on July 1, 1999, to remove, transport and dispose of lagooned sludge by land application; and Robinson Pipe Cleaning Company submitted the low bid of \$84.47 per dry ton, with a minimum of 10,000 dry tons and a maximum of 12,000 dry tons.

It was further advised that in the one year contract, the City reserved the right to extend the contract each year for a total of five years; the contract was extended for one year, from October 1, 2000, through September 30, 2001, at a unit price of \$87.57 per dry ton due to an increase in the Consumer Price Index as allowed by the contract; Robinson Pipe Cleaning Company has agreed to continue its 2000-01 cost per dry ton of \$87.57 for the 2001-02 contract year from October 1, 2001, to September 30, 2002, and the City wishes to extend the contract for an additional year; and the one year extension will be at the unit price of \$87.57 per dry ton, with a change to the amount of dry tons processed by reducing the minimum and maximum amounts by 2,000 dry tons each.

The City Manager recommended that she be authorized to enter into a one year extension, from October 1, 2001 through September 30, 2002, of the contract with Robinson Pipe Cleaning Company, to remove and dispose of a minimum of 8,000 dry tons and a maximum of 10,000 dry tons of lagooned sludge from the existing five lagoons at the Water Pollution Control Plant, at a unit price of \$87.57 per dry ton (8,000 minimum dry tons at \$700,560.00 and 10,000 maximum dry tons at \$875,700.00).

Mr. Carder offered the following emergency ordinance:

(#35626-110501) AN ORDINANCE authorizing execution of an amendment extending for an additional term of one year a contract with Robinson Pipe Cleaning Company for removing, transporting and disposing of digested lagooned sludge from the City's Water Pollution Control Plant; and providing for an emergency.

(For full text of Ordinance, see Ordinance Book No. 65, page 225.)

Mr. Carder moved the adoption of Ordinance No. 35626-110501. The motion was seconded by Mr. Harris and adopted by the following vote:

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AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

SEWERS AND STORM DRAINS-BUDGET-BRIDGES-FLOOD REDUCTION/CONTROL: The City Manager submitted a communication advising that the Garden City area experienced extensive flooding from Garnand Branch in 1995 and, as a result, a task force of citizens and City staff developed a ten-phase stormwater management plan for the Garden City neighborhood; and construction plans have been completed for Phase 3 of the Garden City Stormwater Plan, which include the following:

Armoring and widening of Garnand Branch and Gum Spring Branch as they join at the intersection of Garden City Boulevard and Hartsook Boulevard.

Replacing the bridge over Garden City Boulevard at Gum Spring Branch with a larger bridge to allow greater volumes of water to flow under it during times of heavy rains. (A detour will be built along Garden City Boulevard to allow for two-way traffic during construction.)

It was further advised that after proper advertisement, two bids were received by the City, with H. & S. Construction Company submitting the low bid in the amount of \$521,245.00 and 180 consecutive calendar days to complete the work; and funding in the amount of \$575,000.00 is needed for the project.

The City Manager recommended that Council accept the bid of H. & S. Construction Company and that she be authorized to execute a contract, in the amount of \$521,245.00, with 180 consecutive calendar days, to construct Garden City Phase 3 Drainage Project; transfer \$575,000.00 from Public Improvement Bond Series 1999, Account No. 008-052-9709-9176, to an account to be established by the Director of Finance, entitled "Garden City Phase 3 Drainage Project"; and reject the other bid received by the City.

Mr. Carder offered the following emergency budget ordinance:

(#35627-110501) AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Capital Projects Fund Appropriations, and providing for an emergency.

(For full text of Ordinance, see Ordinance Book No. 65, page 226.)

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Mr. Carder moved the adoption of Ordinance No. 35627-110501. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

Mr. Bestpitch offered the following emergency ordinance:

(#35628-110501) AN ORDINANCE accepting the bid of H. & S. Construction Company for armoring and widening of Garnand Branch and Gum Spring Branch as they join at the intersection of Garden City Boulevard and Hartsook Boulevard and replacing the bridge over Garden City Boulevard at Gum Spring Branch with a larger bridge in connection with the Garden City Phase 3 Drainage Project, upon certain terms and conditions and awarding a contract therefor; authorizing the proper City officials to execute the requisite contract for such work; rejecting all other bids made to the City for the work; and providing for an emergency.

(For full text of Ordinance, see Ordinance Book No. 65, page 227.)

Mr. Bestpitch moved the adoption of Ordinance No. 35628-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

HOUSING/AUTHORITY-GRANTS: The City Manager submitted a communication advising that the Blue Ridge Housing Development Corporation is an established local nonprofit housing agency which has conducted several housing projects assisted by the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds; as part of the budgeting process for the 2001-02 period, BRHDC applied for funding to conduct a multi-year project to be known as "Connect Four," to construct or rehabilitate housing in all four of the City's quadrants; Resolution No. 35319-050701 adopted by Council on May 7, 2001, approved submission of the City's 2001-02 Consolidated Plan Annual Update to the U. S. Department of Housing and Urban Development (HUD), which included authorization of \$363,254.00 in CDBG and HOME funds for BRHDC to undertake phase one of the project; and Council appropriated the necessary HOME and CDBG funding, pursuant to Budget Ordinance Nos. 35404-061801 and 35406-070201, respectively.

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It was further advised that "Connect Four, Phase One" will construct and/or rehabilitate and sell a minimum of ten homes on a site located immediately north of Cove Road and Aspen Street, or at another mutually agreeable site or sites; all homes will be compatible with the neighborhood in style and value; at least six of the homes will be affordable to low- and moderate-income individuals through CDBG and HOME funding previously authorized and appropriated; and in order for the BRHDC to undertake these activities, authorization is needed by Council to execute an agreement with the BRHDC, which does not constitute a commitment by the City to provide future funding to the project.

The City Manager recommended that she be authorized to execute the 2001-02 CDBG/HOME Agreement with the BRHDC, to be approved as to form by the City Attorney.

Mr. Harris offered the following resolution:

(#35629-110501) A RESOLUTION authorizing the appropriate City officials to enter into the 2001-02 Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) Agreement with the Blue Ridge Housing Development Corporation, upon certain terms and conditions.

(For full text of Resolution, see Resolution Book No. 65, page 228.)

Mr. Harris moved the adoption of Resolution No. 35629-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

PURCHASE/SALE OF PROPERTY-DONATIONS/CONTRIBUTIONS-CITY PROPERTY-GREENWAY SYSTEM-WESTERN VIRGINIA LAND TRUST-BICYCLISTS:
The City Manager submitted a communication advising that in 1999, the Roanoke Valley Greenway Commission completed the first segment of the Lick Run Greenway bicycle/pedestrian lane from the I-581 Interchange to Valley View; the next phase which runs from the I-581 Interchange to Court Street has recently been completed; the final phase will extend the greenway from Court Street to The Hotel Roanoke; the greenway is a part of the city-wide greenway system which was identified in the City's Comprehensive Plan, Roanoke Vision 2005, as a potential greenway corridor and is supported by the citizens of Roanoke; and each portion is being constructed as funds become available.

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It was further advised that greenway property is identified by Official Tax No. 2240103 and contains 14.461 acres, which is also described as New Lot 1 on the Plat of Survey for Shenandoah Limited Partnership Property of Roanoke Foundation for Downtown, Inc.; and the Western Virginia Land Trust, on behalf of the Roanoke Valley Greenway Commission, is ready to donate the property to the City.

The City Manager recommended that she be authorized to execute the appropriate documents to accept the donation of property, in a form to be approved by the City Attorney.

Mr. Harris offered the following emergency ordinance:

(#35630-110501) AN ORDINANCE authorizing the City Manager to execute and attest the appropriate documents for the acquisition of all property rights necessary for the construction of the second phase of the Lick Run Greenway, upon certain terms and conditions; and dispensing with the second reading of this ordinance by title.

(For full text of Ordinance, see Ordinance Book No. 65, page 229.)

Mr. Harris moved the adoption of Ordinance No. 35630-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

PURCHASE/SALE OF PROPERTY-POLICE DEPARTMENT-BUILDINGS/BUILDING DEPARTMENT-HUMAN DEVELOPMENT-HOUSING/AUTHORITY: The City Manager submitted a communication advising that the "Good Neighbor" program of the U. S. Department of Housing and Urban Development (HUD) involves houses that have been offered for sale unsuccessfully for six months; such property is offered to the local government for one dollar, on condition that the property be used to further neighborhood improvement; HUD has offered two properties to the City; i.e.: 1224 Rorer Avenue, S. W., and 719 Dale Avenue, S. E., and is anxious to close on the sale.

It was further advised that the Rorer Avenue building is a large duplex, which has been vacant for several years and requires major rehabilitation, estimated to cost \$100,000.00-120,000.00; the Dale Avenue property is a single-family building needing moderate renovation (estimated \$30,000.00);

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plans call for both properties to be transferred to Blue Ridge Housing Development Corporation (BRHDC) after the City acquires the properties, and for BRHDC to renovate the properties for reuse; both apartments in the Rorer Avenue property will be offered to police officers at dramatically reduced rents as a recruiting inducement for new recruits and to benefit an older neighborhood through the presence of positive role models; and the Dale Avenue structure will be repaired and marketed for sale initially to police officers and school teachers before the general public.

It was explained that authority is needed to acquire the two properties from HUD; and at a later date, after the required review process and public hearing, Council will be requested to consider a modification to the Consolidated Plan to provide loan financing to BRHDC for the renovation of 1224 Rorer Avenue, S. W., and to convey both properties to the Blue Ridge Housing Development Corporation.

The City Manager recommended that she be authorized to purchase from HUD, on behalf of the City, those properties located at 1224 Rorer Avenue, S. W., and 719 Dale Avenue, S. E., for the sum of one dollar each, plus additional costs associated with the purchase, estimated to be approximately \$300.00 each, as approved by the City Attorney.

Mr. Harris offered the following emergency ordinance:

(#35631-110501) AN ORDINANCE authorizing the City Manager to execute and attest the appropriate documents for the acquisition of certain properties from the U. S. Department of Housing and Urban Development for community development and neighborhood revitalization; upon certain terms and conditions; and dispensing with the second reading of this ordinance by title.

(For full text of Ordinance, see Ordinance Book No. 65, page 230.)

Mr. Harris moved the adoption of Ordinance No. 35631-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

COMMITTEES-COMMUNITY CORRECTIONS RESOURCES BOARD: The City Manager submitted a communication advising that the General Assembly amended state law, effective October 1, 2001, regarding the Regional Community Criminal Justice Board; maximum size of the Board has been reduced from 25 to 20 members, and pertinent statutes have been recodified from §53.1-180, et seq. to

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§9.1-173, et. seq.; this multi-jurisdictional Board manages local pretrial services or community-based probation programs; no local funding is required as a condition of the City of Roanoke's participation; and the City of Salem serves as the program's fiscal agent.

It was further advised that each participating locality is to reconstitute the Board and, generally, reappoint current members; and the current Board is changed only in that two previously appointed members from other jurisdictions will no longer serve, and seven persons have been added to the Board from other jurisdictions.

The City Manager recommended that Council adopt a resolution to implement statutory changes and to reconstitute the Board with appointments as set forth in the resolution.

Mr. Hudson offered the following resolution:

(#35632-110501) A RESOLUTION of the Council of the City of Roanoke, establishing, by joint action of the Boards of Supervisors of the Counties of Alleghany, Bath, Botetourt, Craig, Roanoke and Rockbridge, and the City Councils of the Cities of Buena Vista, Covington, Lexington, Roanoke and Salem, the membership of the Court-Community Corrections Regional Community Criminal Justice Board to serve the region composed of those Counties and Cities.

(For full text of Resolution, see Resolution Book No. 65, page 231.)

Mr. Hudson moved the adoption of Resolution No. 35632-110501. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

CITY CODE-SOLICITATION/PANHANDLING: The City Manager submitted a communication advising that in the past few months, several community meetings have been held which addressed the issue of on-going panhandling in all areas of the City; meeting's were attended by representatives of Downtown Roanoke, Inc., several community-social service agencies, and law enforcement personnel; panhandling (soliciting) is presently addressed in Section 21-44: Solicitations and sales; prohibited acts, Code of the City of Roanoke (1979), as amended; and panhandling is considered a Class 3 misdemeanor, which means the panhandler receives no jail time and only has to pay a "fine".

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It was further advised that it was apparent to persons attending the meetings that the City needs to implement more enforcement possibilities for panhandling and that the degree of punishment for panhandling be more severe, thus, deterring those involved in criminal panhandling; meeting participants proposed that the City Code addressing "panhandling" be expanded to determine prohibited conduct; the ordinance, for example, prohibits panhandling and the solicitation of goods and services in an aggressive manner, prohibits panhandling and soliciting sales of goods and services within 15 feet of a bank entrance or exit, and prohibits solicitation from anyone who is in a motor vehicle in traffic on a public street; the ordinance further clarifies that solicitation will not be permitted in any street, on any median, or while in or on ramps or exit ramps; and with the proposed revision to the present City Code, panhandling can be considered a Class 2 misdemeanor which may be punishable by jail time versus a "fine".

The City Manager recommended that Council repeal Section 21-44, Solicitations and sales; prohibited acts of the Code of the City of Roanoke (1979), as amended, to be replaced by Section 21-44.1, Aggressive Solicitation and Sales; Definitions; Prohibited, Acts and Penalties, which allows the City Code to be more specific as to what conduct is prohibited and providing for a Class 2 misdemeanor.

Mr. Carder offered the following emergency ordinance:

(#35633-110501) AN ORDINANCE amending Article I, In General, of Chapter 21, Offenses - Miscellaneous, of the Code of the City of Roanoke, (1979), as amended, by REPEALING §21-44, Solicitations and sales; prohibited acts; by adding new §21-44.1, entitled Aggressive Solicitations and Sales; Definitions; Prohibited Acts and Penalties; and providing for an emergency.

Mr. Carder moved the adoption of Ordinance No. 35633-110501. The motion was seconded by Mr. Harris.

Vice-Mayor Carder inquired about panhandling in the area of ATM machines; whereupon, the City Attorney advised that an earlier draft of the ordinance made panhandling illegal within 15 feet of an ATM machine; however, questions were raised since the proposed language could have an impact on market stalls that are located in close-proximity to the ATM machine on the City Market. He stated that following further consideration, a provision was added to the proposed measure that will prohibit panhandling within 15 feet of ATM machines; whereupon, a revised measure was presented which adds the definition of ATM machines and prohibits panhandling within 15 feet of an ATM machine.

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Mr. Bestpitch expressed concern with regard to the ordinance as a whole. He stated that the majority of those persons who are creating problems are those individuals with a history of substance abuse, mental illness or both, and incarceration for this group of citizens may not have the same deterrent effect. He called attention to continuing problems with deinstitutionalization by large state institutions related to substance abuse and mental illness, with the promise of increased community based services to meet the needs of this segment of the population, but without State funding to provide the needed community based services. He stated that although he does not favor panhandling, there is a need to provide more resources, such as law enforcement officers and additional members to the City's Homeless Assistance Team. He expressed concern that not enough effort has been made by the City to insist that the State assume its responsibility of providing the services that are needed to address the root causes of the problem.

Mr. Bestpitch advised that another area of concern pertains to soliciting donations while standing on or going into any street or highway, including medians, on ramps and exit ramps, and spoke in support of a provision that non-profit organizations would be required to apply for and receive a permit to solicit for bona fide donations to a recognized charitable endeavor.

Mr. Carder moved that Ordinance No. 35633-110501 be amended to include provisions with regard to panhandling in the vicinity of ATM machines. The motion was seconded by Mr. Harris and adopted.

Ordinance No. 35633-110501, as amended, was adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White, and Mayor Smith-----7.

NAYS: None-----0.

POLICE DEPARTMENT-CITY CODE-ANIMALS/INSECTS-CIRCUIT COURT-FEE COMPENDIUM: The City Manager submitted a communication advising that there are two fees set forth in the City's Fee Compendium in need of revision; i.e.: a change in the fee for the boarding of animals on their first day of impoundment at the Roanoke Valley Society for the Prevention of Cruelty to Animals, Inc. (SPCA), and a change in the fee for background investigation of an applicant for "Conservator of the Peace"; per the City's Fee Compendium, the SPCA should charge \$4.00 for the first day of boarding fees for impounded domestic animals, and every day thereafter, the fee is established at \$8.75 per day; however, the SPCA has been charging \$8.75 for every day of impoundment, and is of the opinion that the daily fee is necessary for expenses incurred in boarding a domestic animal; and the Fee Compendium did not set forth a "first day" boarding fee which is consistent with actual SPCA expenditures.

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It was further advised that a conservator of the peace provides security of property and tranquility; to become a conservator of the peace, an individual must apply through the Circuit Court, which then orders the local law enforcement agency to investigate the background and character of the applicant; a Circuit Court Judge of any county or city, in his/her discretion, may appoint one or more special conservators of the peace who shall serve as such for such length of time as the court may designate, but not exceeding four years under any one appointment; prior to granting an application for appointment, the Circuit Court shall order the local law-enforcement agency to conduct a background investigation, in accordance with Section 15.2.1705 (ii), Code of Virginia, of the prospective appointee and to file a report of such investigation with the Court unless the prospective appointee is a police officer as defined in Section 9.1-101 of the State Code; Section 19.2-13, Code of Virginia, states that "the local law-enforcement agency may charge the prospective appointee a reasonable fee not to exceed the lesser of the actual cost to the local law-enforcement agency, or \$300.00 for the time and costs expended in preparing the investigative report"; however, the City of Roanoke currently adopted fee for a background investigation conducted on applicants for "Conservator of the Peace" is \$250.00.

The City Manager recommended that Council establish the City of Roanoke's fee for the daily boarding of an impounded domestic animal at \$8.75 per day; and further establish the City of Roanoke's fee for the background investigation of an applicant for "Conservator of the Peace" at the lesser of the actual cost, or \$300.00 as permitted by Section 19.2-13, Code of Virginia (1950), as amended.

Mr. Bestpitch offered the following resolution:

(#35634-110501) A RESOLUTION amending the City's Fee Compendium to reflect the correct service charge made to animal owners for daily boarding fees for an impounded animal of \$8.75 to include the initial day and all days thereafter.

(For full text of Resolution, see Resolution Book No. 65, page 237.)

Mr. Bestpitch moved the adoption of Resolution No. 35634-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

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Mr. Bestpitch offered the following resolution:

(#35635-110501) A RESOLUTION amending the City's Fee Compendium to comply with the Code of Virginia for fees charged by the Police Department for the preparation of investigative reports regarding applicants for Conservator of the Peace appointments.

(For full text of Resolution, see Resolution Book No. 65, page 238.)

Mr. Bestpitch moved the adoption of Resolution No. 35635-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

BONDS/BOND ISSUES-TAXES-ROANOKE CIVIC CENTER-RIVERSIDE CENTRE: The City Manager and the Director of Finance submitted a joint written report advising that Council approved the issuance of General Obligation Bonds, totaling \$56,245,000.00, pursuant to the Public Finance Act of 1991 of the Code of Virginia, as follows:

<u>Purpose</u>	<u>Amount</u>
Roanoke River Flood Reduction	\$ 7,500,000.00
Shenandoah Garage	2,500,000.00
Riverside Centre for Research and Technology	12,000,000.00
Roanoke Civic Center Renovations	3,000,000.00
Crystal Spring Filtration Plant	5,445,000.00
Curb, Gutter, Sidewalk Improvements	5,000,000.00
Roanoke Academy for Math and Science	4,600,000.00
Stadium/Amphitheater	<u>16,200,000.00</u>
Total	<u>\$56,245,000.00</u>

It was further advised that the City's bond attorney, Hawkins, Delafield & Wood, has issued an opinion that bonds to be issued for Civic Center improvements (\$3 million) and the Riverside Center for Research and Technology (\$12 million) meet the Internal Revenue Code's private activity tests and must be issued as taxable bonds; private activity bond tests serve to identify arrangements that have the potential to transfer the benefits of tax exempt financing to private enterprise; based on current market conditions, it is anticipated that the taxable bonds will be less than two percentage points more than the tax exempt bonds; and the taxable bonds and tax exempt bonds will be designated as a separate series with the next issuance in January, 2002.

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It was explained that public bids will be requested on a total bond issue of \$56,245,000.00 during the second week of January, 2002; due to varying interest rates bid throughout the life of the bond issue, the bond maturity schedule and interest rates must be provided to the City's financial advisors, Branch Banking and Trust Capital Markets (BB&T), to compute the overall net interest cost; it is proposed to use the same procedure as in previous bond issuances whereby bids will be delivered to BB&T's Richmond office via the Internet, and with oversight of certain City representatives, BB&T will calculate the overall interest rate on the bids for purchase of the bonds; BB&T and City representatives will review the bids to determine the responsive bid having the lowest net interest cost; and City representatives will accept the lowest bid, with an immediate communication to Council summarizing the bids and acceptance of the bid with the lowest net interest amount.

The City Manager and the Director of Finance recommended that Council adopt a resolution which will authorize the sale of \$56,245,000.00 of General Obligation bonds; and authorize the City Manager and the Director of Finance to award the winning bid and to affix the interest rates to be borne by the bonds.

Mr. Harris offered the following resolution:

(#35636-110501) A resolution authorizing the sale of not to exceed fifty-six million two hundred forty-five thousand dollars (\$56,245,000) principal amount of city of Roanoke, Virginia, general obligation public improvement bonds; fixing the form, denomination and certain other details of such bonds and delegating to the city manager and the director of finance certain powers with respect thereto; authorizing the preparation of a preliminary official statement and an official statement and the distribution thereof; and authorizing such city to execute and deliver a continuing disclosure certificate of such city relating to such bonds

(For full text of Resolution, see Resolution Book No. 65, page 239.)

Mr. Harris moved the adoption of Resolution No. 35636-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

DIRECTOR OF FINANCE:

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DIRECTOR OF FINANCE-AUDITS/FINANCIAL REPORTS: The Director of Finance submitted the Financial Report for the City of Roanoke for the month of September, 2001.

There being no questions, without objection by Council, the Mayor advised that the financial report would be received and filed.

REPORTS OF COMMITTEES: None.

UNFINISHED BUSINESS:

CITY EMPLOYEES: Council at its last regular meeting having tabled a communication from the City Manager with regard to special military leave pay for City employees to allow time for the City Manager to respond to a question raised by a Member of Council; Mr. Harris moved that the matter be removed from the table. The motion was seconded by Mr. Carder and unanimously adopted.

Mr. Bestpitch offered the following resolution:

(#35637-110501) A RESOLUTION authorizing payment of supplementary compensation and restoration of certain benefits to employees called to active military duty.

Mr. Bestpitch moved the adoption of Ordinance No. 35637-110501. The motion was seconded by Mr. Harris.

The City Manager submitted a communication advising that military leave at full pay is limited to 15 working days per Federal fiscal year for employees of the City of Roanoke who are military reservists called to active duty; special Council action was taken in 1991 for the Desert Storm operation and in 1997 for the Bosnia effort to provide any difference between military reservists' pay and the current level with the City of Roanoke; and there are 35 reservists in 13 departments within the City of Roanoke engaged in full-time employment.

The City Manager recommended that Council approve special policy to pay military reservists who are called to active duty who serve between October 1, 2001, and September 30, 2002, the difference between their military base pay (including any other related compensation received from the military) and pay with the City of Roanoke in their current job, which supplemental pay will be provided upon request and with necessary documentation to the Department of Human Resources.

The Mayor raised the issue of requiring 90 days employment with the City of Roanoke prior to being called to active military duty, in order to qualify for the military leave pay benefit.

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The City Manager advised that the Mayor previously requested a determination as to whether the City could differentiate between reservists, and the question of whether a person who was employed by the City after the policy is approved would be eligible for the benefit. Prior to this time, she stated that the Mayor had not inquired about a specific period of time; therefore, she returned the matter to the Council agenda as the report was originally prepared because the benefit should be available to any person in the employment of the City who is called for active service. She noted that at the present time, only one City employee has been called to active duty, however, there are approximately 35 City employees who are reservists. She stated that the recommendation before Council contains no differential and any person who is a City employee who is called for active duty would receive the benefit for a period of one year.

Following discussion of the matter, it was the consensus of Council to act on the resolution and refer the Mayor's suggestion to the City Manager for further study, report and recommendation to Council, with the understanding that the resolution can be amended at a later date, if necessary.

Resolution No. 35637-110501 was adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White, and Mayor Smith-----7.

NAYS: None-----0.

EASEMENTS- NEWSPAPERS: Council at its last regular meeting on Thursday, October 18, 2001, having tabled an ordinance authorizing the vacation of an easement on property identified as Official Tax Nos. 1011001, 1011002, 1011003, and 1011004, adjacent to Second Street, S. W., upon certain terms and conditions, in connection with the Times World Corporation expansion project, Mr. Harris moved that the ordinance be removed from the table. The motion was seconded by Mr. Carder and unanimously adopted.

Mr. Harris offered the following ordinance:

(#35638-110501) AN ORDINANCE authorizing the vacation of an easement on property identified as Official Tax Map Nos. 1011001, 1011002, 1011003, and 1011004 adjacent to Second Street, S. W., upon certain terms and conditions; and dispensing with the second reading by title of this ordinance.

(For full text of Ordinance, see Ordinance Book No. 65, page 252.)

167

Mr. Harris moved the adoption of Ordinance No. 35638-110501. The motion was seconded by Mr. Hudson and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White, and Mayor Smith-----7.

NAYS: None-----0.

INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:

COUNCIL: Mr. Harris offered the following resolution:

(#35639-110501) A RESOLUTION cancelling the work session meeting of the Council of the City of Roanoke scheduled for Monday, December 31, 2001, at 12:15 p.m.

(For full text of Resolution, see Resolution Book No. 65, page 253.)

Mr. Harris moved the adoption of Resolution No. 35639-110501. The motion was seconded by Mr. Carder and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, White and Mayor Smith-----7.

NAYS: None-----0.

MOTIONS AND MISCELLANEOUS BUSINESS:

INQUIRIES AND/OR COMMENTS BY THE MAYOR AND MEMBERS OF COUNCIL:

ACTS OF ACKNOWLEDGEMENT-CITY GOVERNMENT-COMMUNICATIONS DEPARTMENT: Vice-Mayor Carder advised that the City of Roanoke earned first place in the 75,000 - 125,000 population range in the nation's first study on digital technology in City government, the Digital Cities Survey. He explained that the survey examined how cities are using information technology to deliver services to citizens, as conducted by the Center for Digital Government, Government Technology Magazine, and commended the City Manager and City staff on their outstanding achievements.

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EASEMENTS-NEWSPAPERS: Council at its regular meeting on Thursday, October 18, 2001, having tabled an ordinance permanently vacating, discontinuing and closing a portion of Salem Avenue, S. W., near its intersection with Second Street, Mr. Bestpitch moved that the ordinance be removed from the table. The motion was seconded by Mr. Harris and adopted.

Mr. Bestpitch offered the following ordinance:

(#35640-110501) An ORDINANCE permanently vacating, discontinuing and closing certain public right-of-way in the City of Roanoke, Virginia, as more particularly described hereinafter; and dispensing with the second reading of this ordinance.

(For full text of ordinance, See Ordinance Book No. 65, page 254.)

Mr. Bestpitch moved the adoption of Ordinance No. 35638-110501. The motion was seconded by Mr. Harris.

The City Manager was requested to clarify those measures relating to the Times World Corporation expansion project, to explain the \$500,000.00 investment by the City, and how the investment compares with an economic development incentive that might be offered to any other business proposing to make a \$31 million investment in the community.

The City Manager advised that the Times World Corporation expansion project represented an opportunity to retain 450 jobs in the downtown area and to experience a significant investment which would generate additional tax revenues to the City. Were the Times World Corporation to leave the City of Roanoke, she stated that there would be a loss of approximately \$150,000.00 of taxes paid annually on items other than real estate; and the \$31 million investment that the Roanoke Times plans to make will generate approximately \$1.5 million of additional revenue to the City in the first five years of operation. She explained that on economic development prospects, the City looks at revenue to be generated by the new or expanded business which is used as an incentive and the sharing of those increased benefits or revenues, with the City regaining the larger portion, therefore, the \$500,000.00 grant to the Times World Corporation was the City's response to a request for incentives and represents an amount payable over a three year period. She further explained that after the new plant is operational and with the understanding that these additional revenues of \$1.5 million will, in fact, be generated, the City would, through the Industrial Development Authority as its agent, provide \$250,000.00 in the first year, \$150,000.00 in the second year and \$100,000.00 in the third year upon completion of the project.

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She added that the City will receive revenues in excess of these amounts which will be used to support various programs and activities that the Council, on an annual basis, approves through its budgetary process. She stated that the amount provided to businesses as incentives vary based upon the number of new jobs to be created, and revenues to be generated which can range from as little as ten per cent to as much as 50 per cent. She explained that the amount that was determined by the Times World Corporation expansion project was appropriate given the revenues and the job retention that will result in the City of Roanoke.

Ordinance No. 35640-110501 was adopted by the following vote:

AYES: Council Members: Wyatt, Bestpitch, Carder, Harris, Hudson, White,
and Mayor Smith-----7.

NAYS: None-----0.

At 3:50 p.m., the Mayor declared the meeting in recess for four closed sessions.

COUNCIL: The meeting reconvened at 4:05 p.m., with Vice-Mayor Carder presiding. Mr. Harris moved that Council override the decision of the Chair to recess the Council meeting for four Closed Sessions and that the Council meeting reconvene in public session. The motion was seconded by Mr. Bestpitch and adopted, Mayor Smith not voting.

CITY MANAGER COMMENTS:

POLICE DEPARTMENT-SOLICITATIONS/PANHANDLING: The City Manager called attention to numerous discussions with law enforcement personnel and the City's Homeless Assistance Task Force with regard to concerns expressed earlier in the meeting by Council Members and others in response to panhandling,(solicitation) in the downtown Roanoke area.

BONDS/BOND ISSUES: The City Manager advised that certain members of the City staff will be in New York City later this week attending meetings with three bond rating agencies with regard to the City's rating for the bond issue that was previously approved by Council pursuant to Resolution No. 35636-110501, and it is anticipated that the City will go to the bond market in early 2002.

HEARING OF CITIZENS UPON PUBLIC MATTERS: The Vice-Mayor advised that Council sets this time as a priority for citizens to be heard; and matters requiring referral to the City Manager will be referred, without objection by Council, for response, report and recommendation to Council.

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At this point, he stated that television coverage of the Council meeting will be concluded.

FIRE DEPARTMENT-EMERGENCY SERVICES: Ms. Helen E. Davis, 35 Patton Avenue, N. E., expressed concern with regard to the Business Plan for Fire/EMS as submitted by the Fire Chief. Inasmuch as there are numerous questions, she suggested that the Virginia Department of Fire Programs be requested to conduct an independent and impartial evaluation of the Roanoke City Fire/EMS Business Plan.

PAY PLAN-COUNCIL: Ms. Evelyn D. Bethel, 35 Patton Avenue, N. E., addressed Council with regard to City Council's pay increase which was approved earlier in the meeting. She stated that it is unfair for Council to compare itself with City employees who are held accountable by supervisors for their job performance. She inquired as to the procedure to be followed by citizens in order to hold Council Members accountable for their actions, and the procedure for removing Council Members from office if citizens are displeased with their job performance, barring a Councilmanic election.

At 4:10 p.m., the Vice-Mayor declared the meeting in recess for four Closed Sessions.

At 5:40 p.m., the meeting reconvened in the Council Chamber, with Mayor Smith presiding, and all Members of the Council in attendance, with the exception of Council Member White, who left the meeting during the Closed Session.

COUNCIL: With respect to the Closed Meeting just concluded, Mr. Bestpitch moved that each Member of City Council certify to the best of his or her knowledge that: (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act; and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by City Council. The motion was seconded by Mr. Harris and adopted by the following vote:

AYES: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson, and Mayor Smith-----6.

NAYS: None-----0.

(Council Member White was absent.)

171

OATHS OF OFFICE-COMMITTEES-FIFTH PLANNING DISTRICT COMMISSION (ALLEGHANY REGIONAL COMMISSION): The Mayor advised that there is a vacancy on the Roanoke Valley-Alleghany Regional Commission created by the resignation of Donald S. Caldwell, for a term ending June 30, 2003, and called for nominations to fill the vacancy.

Mr. Bestpitch placed in nomination the name of William H. Carder.

There being no further nominations, Mr. Carder was appointed as a member of the Roanoke Valley-Alleghany Regional Commission, to fill the unexpired term of Donald S. Caldwell, resigned, ending June 30, 2003, by the following vote:

FOR MR. CARDER: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson and Mayor Smith-----6.

(Council Member White was absent.)

OATHS OF OFFICE-COMMITTEES-ROANOKE ARTS COMMISSION: The Mayor advised that there is a vacancy on the Roanoke Arts Commission created by the resignation of Sherlie Doherty, for a term ending June 30, 2003, and called for nominations to fill the vacancy.

Mr. Harris placed in nomination the name of Courtney A. Penn.

There being no further nominations, Ms. Penn was appointed as a member of the Roanoke Arts Commission to fill the unexpired term of Sherlie Doherty, resigned, ending June 30, 2003, by the following vote:

FOR MS. PENN: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson and Mayor Smith-----6.

(Council Member White was absent.)

OATHS OF OFFICE-COMMITTEES-ZONING: The Mayor advised that there is a vacancy on the Board of Zoning Appeals created by the resignation of Willard G. Light, for a term ending December 31, 2002, and called for nominations to fill the vacancy.

172

Mr. Harris placed in nomination the name of William D. Poe.

There being no further nominations, Mr. Poe was appointed as a member of the Board of Zoning Appeals, to fill the unexpired term of Willard G. Light, resigned, ending December 31, 2002, by the following vote:

FOR MR. POE: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson and Mayor Smith-----6.

(Council Member White was absent.)

OATHS OF OFFICE-COMMITTEES-ROANOKE CIVIC CENTER: The Mayor advised that there is a vacancy on the Roanoke Civic Center Commission created by the death of Edward Lambert, for a term ending September 30, 2003, and called for nominations to fill the vacancy.

Mr. Hudson placed in nomination the name of Stuart G. Boblett, III.

There being no further nominations, Mr. Boblett, was appointed as a member of the Roanoke Civic Center Commission to fill the unexpired term of Edward Lambert, deceased, ending September 30, 2003, by the following vote:

FOR MR. BOBLETT: Council Members Wyatt, Bestpitch, Carder, Harris, Hudson and Mayor Smith-----6.

(Council Member White was absent.)

OATHS OF OFFICE-COMMITTEES-ARCHITECTURAL REVIEW BOARD: The Mayor advised that the terms of office of Alison S. Blanton and Lawrence Johns as members of the Architectural Review Board will expire on October 1, 2001, and a vacancy exists for a term ending October 1, 2001, and called for nominations to fill the vacancies.

Mr. Bestpitch placed in nomination the names of Alison S. Blanton and James Schlueter.

There being no further nominations, Alison S. Blanton was reappointed and James Schlueter was appointed as members of the Architectural Review Board, for terms ending October 1, 2005, by the following vote:

173

FOR MS. BLANTON AND MR. SCHLUETER: Council Members Wyatt,
Bestpitch, Carder, Harris, Hudson and Mayor Smith-----6.

(Council Member White was absent.)

There being no further business, the Mayor declared the meeting adjourned
at 5:45 p.m.

APPROVED

ATTEST:

Mary F. Parker
City Clerk

Ralph K. Smith
Mayor

C-2



Office of the City Manager

January 7, 2002

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Roanoke River Flood Reduction Project –
Subdivision and Conveyance of Property
Rights

Pursuant to the requirements of the Virginia Code, the City of Roanoke is required to hold a public hearing on the proposed conveyance of property rights. This is to request that a public hearing be advertised on the above matter for Council's regular meeting to be held on Tuesday, January 22, 2002. A full report will be included in the January 22, 2002, agenda material for your consideration.

Respectfully submitted,

Darlene L. Burcham
City Manager

DLB/SEF

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
Sarah E. Fitton, Engineering Coordinator

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C-3



Office of the City Manager

January 7, 2002

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Lease of Air Rights Over Second Street, SW
Request of Times-World Corporation

Pursuant to the requirements of the Virginia Code, the City of Roanoke is required to hold a public hearing on the proposed conveyance or lease of property rights. This is to request that a public hearing be advertised on the above matter for Council's regular meeting to be held on Tuesday, January 22, 2002. A full report will be included in the January 22, 2002, agenda material for your consideration.

Respectfully submitted,

Darlene L. Burcham
City Manager

DLB/SEF

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
Sarah E. Fitton, Engineering Coordinator

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C-4



Office of the City Manager

January 7, 2002

The Honorable Ralph K. Smith, Mayor
The Honorable William Carder, Vice Mayor
The Honorable William Bestpitch, Council Member
The Honorable Nelson Harris, Council Member
The Honorable Alvin Hudson, Council Member
The Honorable William White, Council Member
The Honorable Linda Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Lease of Commonwealth Building

The General Services Administration (GSA) of the Federal Government currently leases space within the Commonwealth Building. GSA uses the second floor of the building for Federal Bankruptcy Court and it's affiliated offices. The lease also includes one office on the first floor. The current lease expires January 31, 2002. The GSA is interested in extending the current lease of this space for one year, with the same terms as the current lease. The current lease rate is \$6.50 per square foot plus \$3.93 per square foot for operating costs (increased annually based on consumer price index) with an annual rent amount of \$129,549.60.

Recommend Action:

Authorize the scheduling and advertising of this matter for public hearing on your January 22, 2002 agenda.

Respectfully submitted,

Darlene L. Burcham
City Manager

DLB:slm

c: Mary F. Parker, City Clerk
James D. Grisso, Director of Finance
William M. Hackworth, City Attorney
Beth Neu, Director of Economic Development
Dana Long, Chief of Billings and Collections
Lynnis Vernon, Manager, Facilities Management

CM01-00285

C-5

RECEIVED
CITY CLERKS OFFICE

01 DEC 27 PM 2:03

December 24, 2001

Mary Parker
City Clerk
City of Roanoke

Effective September 18, 2001, I hereby resign from the Wrecker Advisory Board due to a reassignment of duties.

Council will be asked in the near future to appoint Harold F. Wallick to take my place on the Board.

Sincerely,

Sgt. C. A. Karr
Roanoke City Police Department

CAK/j



POLICE DEPARTMENT, 309 THIRD STREET, S.W., ROANOKE, VIRGINIA 24011

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Office of the City Manager

January 7, 2002

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Competitive Negotiation
for Ticketing Services
Agreement at City Civic
Facilities

Background:

The City's current Agreement for the provision of ticketing services at the Roanoke Civic Center expires on February 2, 2002.

The City desires the opportunity to consider entering into a contractual agreement with a ticket service provider to provide computerized ticketing services for the City's Civic Facilities.

Although the sealed bid method of procurement would normally be used, it is not practicable and/or fiscally advantageous to the public in this case. The experience, qualifications, and ability to provide the services required are of equal, if not greater, importance than the cost. Issues of technology, computer hardware and software, ticket outlet network, telephone sales network, and credit card capability are of significant importance to a successful ticketing operation. Additional issues, other than price, include equipment installation, maintenance and repair, employee training, customer responsiveness, and accounting procedures. Therefore, the process of competitive negotiation using the request for proposal process has been identified as the best method for procurement of these services.

Considerations:

The Code of the City of Roanoke provides, as an alternate method of procurement to using the bid process, a process identified as "competitive

Room 364 Municipal South 215 Church Avenue, S.W. Roanoke, Virginia 24011-1591 (540) 853-2333 FAX (540) 853-1138
CityWeb: www.ci.roanoke.va.us

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Honorable Mayor and Members of Council
January 7, 2002
Page 2

negotiation." Prior approval by Council is necessary before the alternate method may be used. See City Code Section 23.1-4 (e). This method will allow for negotiations with two (2) or more providers to determine the best qualified at the most competitive price or rate.

Recommended Action:

City Council authorize the use of competitive negotiation as the method to secure a Ticket Service provider as identified in this letter.

Respectfully submitted,


Darlene L. Burcham
City Manager

DLB:jme

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
George C. Snead, Assistant City Manager for Operations
Barry L. Key, Director of OMB
Robert L. White, Purchasing Manager
James M. Evans, Director of Civic Facilities

#CM01-00289

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D.T.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION designating the procurement method known as competitive negotiation, rather than the procurement method known as competitive sealed bidding, to be used for the procurement of a ticket service provider to provide computerized ticketing and related services for the City's Civic Facilities; and documenting the basis for this determination.

WHEREAS, the City seeks to obtain proposals from various ticket service providers to provide computerized ticketing and related services for the City's Civic Facilities; and

WHEREAS, this Council finds that use of the procurement method of competitive negotiation for such services will allow for consideration of appropriate factors, which may include, but not be limited to such factors as experience, qualifications, the cost of such services, references, the type of computer hardware and software to be used, the ticketing outlet network, the telephone sales network, credit card capability, equipment installation, maintenance and repair, employee training, customer responsiveness, accounting procedures, and the ability to provide the services required by the City, all of which are important to a determination of which provider the City should use to provide such services; and

WHEREAS, City Council is of the opinion that such services should be procured by competitive negotiation rather than competitive sealed bidding.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. Pursuant to §23.1-4(e), Code of the City of Roanoke, (1979), as amended, this Council finds that the procurement method known as competitive sealed bidding is not practicable

and/or is not fiscally advantageous to the public, for the reasons set forth above, for obtaining a ticket service provider to provide computerized ticketing and related services for the City's Civic Facilities.

2. City Council directs that the procurement method known as competitive negotiation for other than professional services shall be used for the procurement of proposals for obtaining an agreement with a ticket service provider to provide computerized ticketing and related services for the City's Civic Facilities, all as more fully set forth in the City Manager's letter to this Council dated January 7, 2002.

3. This Resolution documents the basis for City Council's determination.

ATTEST:

City Clerk



Office of the City Manager

January 7, 2002

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Appropriation of Derelict Structures Funds

The Derelict Structures Fund (DSF) is a program funded by the General Assembly to assist with the removal or renovation of badly deteriorated properties. The Virginia Department of Housing and Community Development (DHCD) solicited proposals for the program in the summer of 2000.

On August 7, 2000 City Council authorized the City Manager to submit a funding proposal to DHCD for \$100,000, authorizing the execution of any and all requisite documents accepting the grant; and authorizing execution of agreements with Two B Investments and the Northwest Neighborhood Environmental Organization (NNEO) for the renovation of:

- 113 Norfolk Avenue SW on Warehouse Row. The Warehouse is being renovated by Two B Investments (Bruce Brenner) for use as high-tech offices.
- 525, 526 and 532 Loudon Avenue NW are in the Gilmer neighborhood. These properties are being renovated by NNEO for residential use.

A grant agreement accepting the funds with DHCD was executed on May 29, 2001. The agreement of acceptance with DHCD committed the funds for use exclusively with the Warehouse Row and 500 block of Loudon Avenue, as proposed. The total amount to be provided from the DSF for the Warehouse is \$50,000 and will be in the form of a 0% loan, and shall be repaid to the City at a rate of \$10,000 per year, beginning one year after completion of the shell renovations. The total amount to be provided from the DSF for the 500 block of Loudon is a \$50,000 grant.

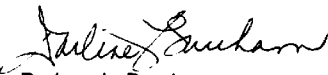
The Honorable Mayor and Members of Council
January 2, 2002
Page 2

Once the projects are completed as proposed, the City will be reimbursed by DHCD in the amount of \$100,000.

Recommended Actions:

Appropriate \$100,000 to an account in the Grant Fund to be established by the Director of Finance, and establish an account receivable and a revenue estimate in the same amount.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB:wdw

Attachments

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
Rolanda A. Johnson, Assistant City Manager for Community Development
W. Daniel Webb, Acting Housing Development Coordinator

CM01-00279

AHS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Grant Fund Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 Grant Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

Appropriations

Community Development	\$ 5,216,277
Derelict Structures Fund Grant FY02 (1-2)	100,000

Revenues

Community Development	\$ 5,216,277
Derelict Structures Fund Grant FY02 (3)	100,000

1) Warehouse Row		
Renovation	(035-610-5252-5325)	\$ 50,000
2) Gilmer Neighborhood		
Renovation	(035-610-5252-5326)	50,000
3) Derelict Structures		
Fund Grants	(035-610-5252-5252)	100,000

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.



Office of the City Manager

January 7, 2002

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Fund Appropriation to New
Capital Account Master Planning
and Urban Design Services

As recommended in *Vision 2001-2020*, the City's Comprehensive Plan, City staff has been very involved in encouraging and considering new development opportunities that are consistent with the Plan, especially with respect to new housing and village centers. In an effort to move forward in considering new projects, additional technical planning and architectural assistance is needed to master plan potential development sites and to help evaluate proposed projects. Many urban cities have similar contracts with consultants to assist them in the preliminary design and review of development proposals.

Recently, the City requested proposals from architectural and planning firms to provide urban design and master planning services for miscellaneous projects to be determined by the City. Proposals have been received, firms interviewed, and consultant selection completed. Contracts are to be awarded to RTKL Associates, Inc. (Washington, DC) and to The Lawrence Group (Davidson, NC). The contracts are for one year, with an option to renew for a second year. The current contract does not exceed \$75,000. Additional funds will have to be appropriated for the second year.

Funding in the amount of \$75,000 is available in the "Capitol Projects Fund" account "environmental issues". City Council approval is required to appropriate funds from a capital to a new capital account for these professional services.

Honorable Mayor and Members of Council
January 7, 2002
Page 2

Recommended Action:

City Council appropriate \$75,000 from Account No. 008-052-9670, Environmental Issues, to a new capital project account to be established for the purposes of urban design and master planning services.

Respectfully submitted,


Darlene L. Burcham
City Manager

DLB:mpf

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
James D. Grisso, Director of Finance
Barry L. Key, Director of Management and Budget
Evelyn S. Lander, Director, Planning Building and Development

#CM01-00288

AHS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 Capital Projects Fund Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 Capital Projects Fund Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

Appropriations

Community Development	\$ 5,528,143
Urban Design and Master Services (1)	75,000
General Government	\$ 15,310,230
Environmental Issues - PWSC (2)	2,015,816

- 1) Appropriated from
General Revenue (008-610-9903-9003) \$ 75,000
- 2) Appropriated from
General Revenue (008-052-9670-9003) (75,000)

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.

6.b.1

CITY OF ROANOKE
DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461
P.O. Box 1220
Roanoke, Virginia 24006-1220
Telephone: (540) 853-2821
Fax: (540) 853-6142

JAMES D. GRISSO
Director of Finance

JESSE A. HALL
Deputy Director

January 7, 2002

The Honorable Ralph K. Smith, Mayor
The Honorable William H. Carder, Vice Mayor
The Honorable William O. Bestpitch, Council Member
The Honorable C. Nelson Harris, Council Member
The Honorable W. Alvin Hudson, Jr., Council Member
The Honorable William White, Sr., Council Member
The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

SUBJECT: November Financial Report

This financial report covers the first five months of the 2001-2002 fiscal year. The following narrative discusses revenues and expenditures to date.

REVENUE

General Fund revenues reflect an increase of 3.81% or \$2,142,000 compared to FY01. Variances in specific categories of revenues are as follows:

General Property Taxes increased 4.34% or \$1,085,000. Real estate tax revenues increased 4.5% upon the collection of the first half installment, due on October 5th. These revenues were budgeted to grow approximately 3% from FY 01, therefore the status at November 30th is positive. Public service tax revenues and penalties and interest also grew since FY 01.

Other Local Taxes increased 2.11% or \$334,000. **Sales tax declined 2.04%** or \$119,000 from the prior year, a reflection of the economic decline experienced in recent months. This trend is expected to continue as we move into the second half of the fiscal year. Gas utility tax decreased due to a mild fall. These decreases are partially offset by increases in cigarette and transient room taxes. The rates of both taxes increased in FY 02. The increased cigarette tax revenue will be dedicated to debt service for the series 2002 bonds. The increased transient room tax revenues are being used to fund an additional contribution to the Roanoke Valley Convention and Visitors Bureau. Cellular phone utility tax is also up due to the increasing number of subscribers.

Permits, Fees and Licenses are up \$133,000 or 40.74% due to increases in rates charged for building, electrical and plumbing inspections as well as the establishment of new construction-related fees.

Revenue from Use of Money and Property decreased 19.70% or \$125,000. Significant lower short term interest rates and lower General Fund average daily cash balances in the current year cause this decline. Conversely, rental income from the Commonwealth Building increased.

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Honorable Mayor and Members
 Roanoke City Council Page 2
 January 7, 2002

Grants-In-Aid Commonwealth increased \$806,000 or 6.49%. Reimbursement from the state for street construction and maintenance, which is based on the number of lane miles of state highway maintained by the City, is up from the prior year. Jail block grant revenues are up due to an increased number of state inmates housed at the City Jail. State funding under the Virginia Juvenile Community Crime Control Act rose due to a timing difference. Revenue from the State to operate the E-911 wireless system is new this year, as is the corresponding cost center in the Public Safety expenditure category. These increases are partially offset by a decline in reimbursement received from the State Compensation Board for shared expenses for the Sheriff due to a timing difference.

Grants-in-Aid Federal Government decreased \$17,000 due to timing differences in the receipt of revenue.

Miscellaneous Revenue decreased \$22,000 or 16.80%. In the prior year, a large increase in the volume of used vehicles necessitated an additional surplus sale, increasing sale proceeds in FY01.

Internal Services are down \$28,000 or 6.39% due to decreased engineering and building maintenance billings.

EXPENDITURES AND ENCUMBRANCES

General fund expenditures and encumbrances have increased 9.45% or \$7,642,000 since FY01. Variances in individual expenditure categories are discussed as follows:

Judicial Administration expenditures are up \$158,000 or 6.92%. Personal service expenditures of the Circuit Court have increased due to additional law clerk positions, which were established during September of FY01. Expenditures of the Sheriff and Commonwealth Attorney rose due to increased personal service costs and charges from the Department of Technology.

Public Safety expenditures increased 5.85% or \$1,070,000. Salary costs of the labor-intensive Police and Fire departments increased, as budgeted. Charges from the Department of Technology to the Police Department increased. Workers' compensation expenses also rose in the Public Safety category, and these often fluctuate from year to year based on the given claims of a particular year. The E-911 Wireless cost center is new in FY02 as are the revenues from the State to conduct this function. Communications expenditures increased due to scheduled payment of the City's portion of the annual maintenance agreement for the regional radio system.

Health and Welfare expenditures increased 7.25% or \$631,000. Mental Health expenditures are up due to timing differences. Expenditures under the Comprehensive Services Act increased. Salary and client assistance costs rose in the Social Services department.

Parks, Recreation and Cultural expenditures are up \$155,000 or 7.47%. Workers compensation costs are up in this area, as are charges from the Department of Technology. Personal services expenditures of the Library and Recreation Departments are also up.

Community Development expenditures increased 20.80% or \$367,000 due to the establishment of the Neighborhood Partnership department as part of the General Fund. This department was included in the Grant Fund in prior years. Memberships and Affiliations expenditures increased, in part due to increased contributions to the Roanoke Valley Convention and Visitors Bureau.

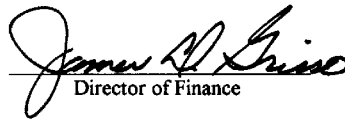
Transfer to Debt Service Fund decreased 5.34% or \$451,000. Lower principal payments have been required in the current year and interest expenses have declined as principal balances are amortized.

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Honorable Mayor and Members
Roanoke City Council Page 3
January 7, 2002

Nondepartmental expenditures increased 129.36% or \$5,001,000. These expenditures have risen sharply on a year-to-date basis due to City Manager initiated procedures of establishing and funding of CMERP projects and equipment purchases with one City Council report. By appropriating the entire CMERP funding at the beginning of the fiscal year, these transfers likewise all occur at the beginning of the year, rather than throughout the year as in the past. Transfers to the Capital Projects, Technology and Fleet Funds were significantly impacted by this change in policy.

I would be pleased to answer questions City Council may have regarding the monthly financial statements.


Director of Finance

JDG/THT
Attachments

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**CITY OF ROANOKE, VIRGINIA
SUMMARY OF CITY MANAGER TRANSFERS
AND AVAILABLE CONTINGENCY
NOVEMBER 30, 2001**

Transfer Number	Date	Explanation	From	To	Amount
General Fund:					
CMT-1863	07/30/01	Donation to Brain Injury Association	Jail	Membership and Affiliations	\$ 5,000
CMT-532	08/09/01	Tipping Fees	Solid Waste Management	Engineering	568
CMT-533	08/09/01	Tipping Fees	Solid Waste Management	Building Maintenance	2,270
CMT-1176	08/28/01	Deficit in State and Local Hospitalization Reimbursements	Human Services Support	Hospitalization Program	995
CMT-1177	08/31/01	Fees Due to Downtown Roanoke Inc Related to Farmer's Market	Contingency*	Memberships and Affiliations	15,856
CMT-536	10/04/01	Consultant Payment for Health Care Renewal	Residual Fringe Benefits	Human Resources	13,000
CMT-1195	10/04/01	Adoption Incentive Funds	Income Maintenance	Social Services-Services	15,089
CMT-544	11/20/01	Feasibility Study Related to Proposed Art Center	Residual Fringe Benefits	City Manager	75,000
				Total General Fund	\$ <u>127,778</u>
Capital Projects Fund:					
CMT-1180	09/05/01	Additional Project Expenses	Broadway Street Bridge	First Street Bridge	\$ 23,550
				Total Capital Projects Fund	\$ <u>23,550</u>
Available Contingency					
Balance of Contingency at July 1, 2001					\$ 500,000
*Contingency Appropriations From Above					(15,856)
Contingency Appropriations Through Budget Ordinances:					
BO 35515	08/20/01	Drug Prosecutor	Contingency	Transfer to Grant Fund	(8,170)
BO 35544	09/04/01	Zoning Inspector Positions	Contingency	Transfer to Grant Fund	(80,996)
Available Contingency at November 30, 2001					\$ <u>394,978</u>

**CITY OF ROANOKE, VIRGINIA
GENERAL FUND**

STATEMENT OF REVENUE

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Nov 30	July 1 - Nov 30	Percentage of Change	Revised	Percent of
	2000-2001	2001-2002		Revenue Estimates	Revenue Estimate Received
General Property Taxes	\$25,021,560	\$26,106,444	4.34 %	\$77,105,366	33.86%
Other Local Taxes	15,833,200	16,166,871	2.11 %	58,016,878	27.87%
Permits, Fees and Licenses	326,248	459,162	40.74 %	957,150	47.97%
Fines and Forfeitures	345,961	355,842	2.86 %	1,014,600	35.07%
Revenue from Use of Money and Property	517,551	415,590	(19.70) %	1,118,330	37.16%
Grants-in-Aid Commonwealth	12,425,309	13,231,652	6.49 %	46,402,072	28.52%
Grants-in-Aid Federal Government	17,180	-	(100.00) %	34,300	-
Charges for Services	1,223,386	1,166,548	(4.65) %	3,888,997	30.00%
Miscellaneous Revenue	131,917	109,755	(16.80) %	560,236	19.59%
Internal Services	433,920	406,172	(6.39) %	2,330,692	17.43%
Total	\$56,276,232	\$58,418,036	3.81 %	\$191,428,621	30.52%

STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year	
	July 1 - Nov 30	July 1 - Nov 30	Percentage of Change	Unencumbered	Percent of
	2000-2001	2001-2002		Balance	Budget Appropriations Obligated
General Government	\$4,840,677	\$4,887,812	0.97 %	\$7,882,577	\$12,770,389 38.27%
Judicial Administration	2,289,333	2,447,736	6.92 %	3,896,239	6,343,975 38.58%
Public Safety	18,281,033	19,351,321	5.85 %	27,360,102	46,711,423 41.43%
Public Works	11,554,547	12,116,472	4.86 %	12,735,568	24,852,040 48.75%
Health and Welfare	8,701,303	9,332,547	7.25 %	18,045,929	27,378,476 34.09%
Parks, Recreation and Cultural	2,074,002	2,228,843	7.47 %	2,528,498	4,755,341 46.87%
Community Development	1,765,831	2,133,173	20.80 %	2,912,464	5,045,637 42.28%
Transfer to Debt Service Fund	8,453,298	8,002,205	(5.34) %	4,264,694	12,266,899 65.23%
Transfer to School Fund	19,060,602	19,161,528	0.53 %	26,826,140	45,987,668 41.67%
Nondepartmental	3,865,867	8,866,750	129.36 %	4,275,554	13,142,304 67.47%
Total	\$80,686,493	\$88,528,387	9.45 %	\$110,725,765	\$199,254,152 44.43%

**CITY OF ROANOKE, VIRGINIA
SCHOOL FUND STATEMENT OF REVENUE**

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Nov 30 2000-2001	July 1 - Nov 30 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
State Sales Tax	\$2,962,647	\$2,953,430	(0.31) %	\$9,492,986	31.11 %
Grants-in-Aid Commonwealth	15,808,975	14,863,894	(5.98) %	41,856,787	35.68 %
Grants-in-Aid Federal Government	40,387	28,905	(28.43) %	115,390	25.05 %
Charges for Services	338,714	312,840	(7.64) %	1,971,820	15.87 %
Transfer from General Fund	19,060,602	19,161,528	0.53 %	45,987,668	41.87 %
Special Purpose Grants	5,457,449	3,998,329	(26.74) %	5,666,687	NA
Total	\$43,668,774	\$41,318,926	(5.38) %	\$104,891,338	39.39 %

SCHOOL FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year	
	July 1 - Nov 30 2000-2001	July 1 - Nov 30 2001-2002	Percentage of Change	Unencumbered Balance	Percent of Budget Obligated
Instruction	\$27,202,699	\$25,044,251	(7.93) %	\$49,609,198	33.55 %
General Support	1,590,869	1,375,021	(13.57) %	2,468,138	35.78 %
Transportation	1,283,741	1,280,652	(0.24) %	2,607,194	32.94 %
Operation and Maintenance of Plant	3,853,383	3,791,081	(1.62) %	6,565,384	36.61 %
Facilities	1,709,389	1,287,205	(24.70) %	133,150	90.63 %
Other Uses of Funds	5,030,712	5,323,609	5.82 %	1,283,892	80.57 %
Special Purpose Grants	5,491,775	5,666,687	3.18 %	-	NA
Total	\$46,162,568	\$43,768,506	(5.19) %	\$62,666,956	41.12 %

**CITY OF ROANOKE, VIRGINIA
SCHOOL FOOD SERVICE FUND STATEMENT OF REVENUE**

Revenue Source	Year to Date for the Period			Current Fiscal Year	
	July 1 - Nov 30 2000-2001	July 1 - Nov 30 2001-2002	Percentage of Change	Revised Revenue Estimates	Percent of Revenue Estimate Received
Grants-in-Aid Commonwealth	\$85,762	\$84,483	(1.49) %	\$84,464	100.02 %
Grants-in-Aid Federal Government	423,928	442,743	4.44 %	2,891,594	15.31 %
Charges for Services	406,260	541,522	33.29 %	1,545,256	35.04 %
Total	\$915,950	\$1,068,748	16.68 %	\$4,521,314	23.64 %

SCHOOL FOOD SERVICE FUND STATEMENT OF EXPENDITURES AND ENCUMBRANCES

Expenditures	Year to Date for the Period			Current Fiscal Year		
	July 1 - Nov 30 2000-2001	July 1 - Nov 30 2001-2002	Percentage of Change	Unencumbered Balance	Revised Appropriations	Percent of Budget Obligated
Food Services	\$1,546,415	\$1,643,431	6.27 %	\$2,902,578	\$4,546,009	36.15 %
Facilities	-	-	- %	16,978	16,978	- %
Total	\$1,546,415	\$1,643,431	6.27 %	\$2,919,556	\$4,562,987	36.02 %

**CITY OF ROANOKE, VIRGINIA
CAPITAL PROJECTS FUND
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND
UNENCUMBERED APPROPRIATIONS SUMMARY AS OF NOVEMBER 30, 2001**

	<u>Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>Outstanding Encumbrances</u>	<u>Unobligated Balance</u>
General Government	\$15,899,616	\$11,829,401	\$4,070,215	\$1,057,809	\$3,012,406
Flood Reduction	14,332,065	7,894,180	6,437,885	199,821	6,238,064
Economic Development	24,346,193	17,598,979	6,747,214	764,341	5,982,873
Community Development	5,453,143	2,341,870	3,111,273	533,762	2,577,511
Public Safety	8,252,126	7,118,861	1,133,265	226,388	906,877
Recreation	10,561,355	4,813,033	5,748,322	515,918	5,232,404
Streets and Bridges	24,474,373	20,427,595	4,046,778	1,349,410	2,697,368
Storm Drains	2,534,631	1,035,770	1,498,861	163,657	1,335,204
Traffic Engineering	4,426,660	3,699,988	726,672	142,841	583,831
Capital Improvement Reserve	(2,651,911)	-	(2,651,911)	-	(2,651,911)
Total	<u>\$107,628,251</u>	<u>\$76,759,677</u>	<u>\$30,868,574</u>	<u>\$4,953,947</u>	<u>\$25,914,627</u>

**CITY OF ROANOKE, VIRGINIA
SCHOOL CAPITAL PROJECTS FUND
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND
UNENCUMBERED APPROPRIATIONS SUMMARY AS OF NOVEMBER 30, 2001**

	<u>Budget</u>	<u>Expenditures To Date</u>	<u>Unexpended Balance</u>	<u>Outstanding Encumbrances</u>	<u>Unobligated Balance</u>
Elementary Schools Renovation	\$12,732,245	\$11,937,962	\$794,283	\$638,278	\$156,005
Middle Schools Renovation	2,751,455	2,681,287	70,168	38,314	31,854
High Schools Renovation	3,500,000	3,287,669	212,331	155,153	57,178
Interest Expense	262,929	263,611	(682)	-	(682)
Capital Improvement Reserve	1,051,271	-	1,051,271	-	1,051,271
Total	<u>\$20,297,900</u>	<u>\$18,170,629</u>	<u>\$2,127,371</u>	<u>\$831,745</u>	<u>\$1,295,626</u>

**CITY OF ROANOKE, VIRGINIA
CAPITAL PROJECTS FUND
COMPARATIVE STATEMENT OF REVENUES
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
Interest Revenue:		
Interest on Bond Proceeds	\$261,200	\$790,123
Interest on SunTrust Lease	8,959	-
Interest on Idle Working Capital	260,667	440,578
Total Interest Revenue	<u>530,826</u>	<u>1,230,701</u>
Multi Year Revenues:		
Intergovernmental Revenue:		
Federal Government:		
FEMA - Regional Mitigation Project	19,223	230,692
Commonwealth:		
VDES - Garden City Mitigation Project	10,143	-
Virginia Transportation Museum - ISTE	16,176	-
VDES - 1998 Regional Mitigation	-	3,733
Total Intergovernmental Revenue	<u>45,542</u>	<u>234,425</u>
Revenue from Third Parties:		
Verizon - Brambleton Avenue Signals	-	36,055
Carlisle Health Systems - Land Sale	375,000	-
Times-World Corporation - Land Sale	100	-
Trigon Insurance - Land Sale	100	-
Mill Mountain Visitors Center - Private Donations	-	1,260
Westview Terrace - Land Sale	-	125,110
Total Revenue from Third Parties	<u>375,200</u>	<u>162,425</u>
Other Revenue:		
Transfers from General Fund	5,147,517	3,035,758
Transfers from Water Fund	-	2,900
Transfers from Sewage Fund	-	12,600
Transfers from Management Services Fund	-	100,000
Total Other Revenue	<u>5,147,517</u>	<u>3,151,258</u>
Total	<u>\$6,099,085</u>	<u>\$4,778,809</u>

**CITY OF ROANOKE, VIRGINIA
WATER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 5 MONTHS ENDING NOVEMBER, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Commercial Sales	\$1,857,497	\$1,607,693
Domestic Sales	1,617,874	1,486,702
Industrial Sales	355,488	108,529
Town of Vinton	9,628	6,035
City of Salem	13,101	12,926
County of Botetourt	99,544	93,031
County of Bedford	9,792	4,800
Customer Services	304,107	185,061
Charges for Services	1,050,938	1,489,774
Total Operating Revenues	<u>5,317,969</u>	<u>4,994,551</u>
Operating Expenses		
Personal Services	1,733,448	1,642,701
Operating Expenses	1,610,555	1,446,591
Depreciation	699,832	703,871
Total Operating Expenses	<u>4,043,835</u>	<u>3,793,163</u>
Operating Income	<u>1,274,134</u>	<u>1,201,388</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	94,130	186,270
Rent	30,360	26,327
Miscellaneous Revenue	42,223	7,207
Interest and Fiscal Charges	(430,729)	(469,399)
Transfer to Capital Projects Fund	-	(2,900)
Net Nonoperating Expenses	<u>(264,016)</u>	<u>(252,495)</u>
Net Income	<u><u>\$1,010,118</u></u>	<u><u>\$948,893</u></u>

**CITY OF ROANOKE, VIRGINIA
SEWAGE TREATMENT FUND
COMPARATIVE INCOME STATEMENT
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Sewage Charges - City	\$3,143,981	\$3,163,201
Sewage Charges - Roanoke County	333,759	368,069
Sewage Charges - Vinton	95,105	102,951
Sewage Charges - Salem	355,905	383,882
Sewage Charges - Botetourt County	60,731	62,901
Customer Services	60,951	141,030
Interfund Services	88,728	31,620
Total Operating Revenues	<u>4,139,160</u>	<u>4,253,654</u>
Operating Expenses		
Personal Services	883,424	776,866
Operating Expenses	2,339,040	2,250,180
Depreciation	713,751	494,025
Total Operating Expenses	<u>3,936,215</u>	<u>3,521,071</u>
Operating Income	<u>202,945</u>	<u>732,583</u>
Nonoperating Revenues (Expenses)		
Interest on Investments	92,524	170,689
Interest and Fiscal Charges	(316,490)	(322,724)
Miscellaneous Revenue	91	-
Transfer to Capital Projects Fund	-	(12,600)
Net Nonoperating Expenses	<u>(223,875)</u>	<u>(164,635)</u>
Net Income (Loss)	<u><u>(\$20,930)</u></u>	<u><u>\$567,948</u></u>

CITY OF ROANOKE, VIRGINIA
CIVIC CENTER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2001

	<u>FY 2002</u>	<u>FY 2001</u>
Operating Revenues		
Rentals	\$99,122	\$153,895
Event Expenses	34,015	64,395
Display Advertising	50,200	-
Admissions Tax	26,385	43,631
Electrical Fees	8,410	11,536
Novelty Fees	6,006	12,167
Facility Surcharge	39,994	19,345
Facility Fees	17,383	30,439
Charge Card Fees	-	-
Commissions	1,038	-
Catering/Concessions	231,376	229,018
Other	10,140	9,783
Total Operating Revenues	<u>524,069</u>	<u>574,209</u>
Operating Expenses		
Personal Services	703,261	571,291
Operating Expenses	596,348	555,411
Depreciation	207,663	184,029
Total Operating Expenses	<u>1,507,272</u>	<u>1,310,731</u>
Operating Loss	<u>(983,203)</u>	<u>(736,522)</u>
Nonoperating Revenues		
Transfer from General Fund	200,000	7,800
Transfer from Capital Projects Fund	385,000	-
Interest on Investments	10,711	29,450
Miscellaneous	408	3,921
Total Nonoperating Revenues	<u>596,119</u>	<u>41,171</u>
Net Loss	<u>(\$387,084)</u>	<u>(\$695,351)</u>

CITY OF ROANOKE, VIRGINIA
TRANSPORTATION FUND
COMPARATIVE INCOME STATEMENT
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2001

	FY 2002	FY 2001
Operating Revenues		
Century Station Parking Garage	\$159,217	\$141,180
Williamson Road Parking Garage	183,198	161,267
Market Square Parking Garage	92,324	87,488
Church Avenue Parking Garage	188,887	189,067
Tower Parking Garage	153,416	161,165
Surface Parking Lots	56,995	27,458
Total Operating Revenues	<u>834,037</u>	<u>767,625</u>
Operating Expenses		
Operating Expenses	248,570	300,944
Depreciation	227,187	226,882
Total Operating Expenses	<u>475,757</u>	<u>527,826</u>
Operating Income	<u>358,280</u>	<u>239,799</u>
Nonoperating Revenues (Expenses)		
Transfer From General Fund	32,000	130,000
Interest on Investments	5,676	10,721
Interest and Fiscal Charges	(207,134)	(217,395)
Operating Subsidy for GRTC	-	(226,161)
Miscellaneous	932	8,904
Net Nonoperating Revenue (Expenses)	<u>(168,526)</u>	<u>(293,931)</u>
Net Income (Loss)	<u><u>\$189,754</u></u>	<u><u>(\$54,132)</u></u>

**CITY OF ROANOKE, VIRGINIA
HOTEL ROANOKE CONFERENCE CENTER FUND
COMPARATIVE INCOME STATEMENT
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2001**

	FY 2002			FY 2001
	COMMISSION (1)	CONFERENCE CENTER (2)	TOTAL	
Operating Revenues				
Conference Center	\$ -	\$ 1,366,035	\$ 1,366,035	\$ 1,540,026
Total Operating Revenues	-	1,366,035	1,366,035	1,540,026
Operating Expenses				
Personal Services	38,840	-	38,840	37,471
Fees for Professional Services	26,458	-	26,458	108,375
Administrative Expenses	35,473	-	35,473	791
Conference Center	-	1,090,650	1,090,650	1,147,499
Total Operating Expenses	100,771	1,090,650	1,191,421	1,294,136
Net Operating Income (Loss)	(100,771)	275,385	174,614	245,890
Nonoperating Revenues (Expenses)				
Contributions from City of Roanoke	87,500	-	87,500	131,250
Contributions from Virginia Tech	87,500	-	87,500	131,250
HRCCC Settlement Proceeds	-	-	-	8,000,000
Interest on Investments	58,388	-	58,388	22,065
Rent, Taxes, Insurance, and Other	-	(7,561)	(7,561)	(14,865)
Net Nonoperating Revenues (Expenses)	233,388	(7,561)	225,827	8,269,700
Net Income Before Depreciation	132,617	267,824	400,441	8,515,590
Depreciation Expense/Replacement Reserve	189,413	68,303	257,716	266,629
Net Income (Loss)	\$ (56,796)	\$ 199,521	\$ 142,725	\$ 8,248,961

Notes to Financial Statement:

- (1) The column entitled "Commission" represents Commission activity in the City's financial records.
 (2) The column entitled "Conference Center" represents actual revenue and expenses of the Conference Center, as provided by Doubletree Management.

**CITY OF ROANOKE, VIRGINIA
INTERNAL SERVICE FUNDS
COMPARATIVE INCOME STATEMENT
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2001**

	Department of Technology	Materials Control	Fleet Management	Risk Management	TOTALS	
					FY 2002	FY 2001
Operating Revenues						
Charges for Services	\$1,746,543	\$257,347	\$1,468,246	\$4,140,198	\$7,612,334	\$6,576,454
Total Operating Revenues	1,746,543	257,347	1,468,246	4,140,198	7,612,334	6,576,454
Operating Expenses						
Personal Services	905,219	27,951	532,685	73,742	1,539,597	1,461,537
Operating Expenses	605,224	208,112	454,918	4,172,037	5,440,291	4,461,972
Depreciation	213,689	-	803,352	-	1,017,041	943,294
Total Operating Expenses	1,724,132	236,063	1,790,955	4,245,779	7,996,929	6,866,803
Operating Income (Loss)	22,411	21,284	(322,709)	(105,581)	(384,595)	(290,349)
Nonoperating Revenues (Expenses)						
Interest Revenue	67,129	2,596	16,396	160,249	246,370	420,163
Interest Expense	(6,363)	-	(21,690)	-	(28,053)	-
Transfers To Other Funds	-	-	-	-	-	(104,000)
Transfers From Other Funds	2,371,623	-	421,819	-	2,793,442	-
Other Revenue	10,184	-	-	-	10,184	-
Net Nonoperating Revenues	2,442,573	2,596	416,525	160,249	3,021,943	316,163
Net Income	\$2,464,984	\$23,880	\$93,816	\$54,668	\$2,637,348	\$25,814

CITY OF ROANOKE, VIRGINIA
CITY TREASURER'S OFFICE
GENERAL STATEMENT OF ACCOUNTABILITY
FOR THE MONTH ENDED NOVEMBER 30, 2001

TO THE DIRECTOR OF FINANCE:

GENERAL STATEMENT OF ACCOUNTABILITY OF THE CITY TREASURER OF THE CITY OF ROANOKE, VIRGINIA FOR
THE FUNDS OF SAID CITY FOR THE MONTH ENDED NOVEMBER 30, 2001.

FUND	BALANCE AT OCT 31, 2001	RECEIPTS	DISBURSEMENTS	BALANCE AT NOV 30, 2001	BALANCE AT NOV 30, 2000
GENERAL	\$1,787,025.75	\$9,043,239.16	\$13,669,050.35	(\$2,838,785.44)	\$302,525.87
WATER	6,332,858.63	717,575.82	194,033.93	6,856,400.52	7,279,281.07
SEWAGE	7,292,147.92	1,490,680.99	1,756,679.88	7,026,149.03	6,995,258.41
CIVIC CENTER	647,562.73	169,357.42	267,187.46	549,732.69	748,038.91
TRANSPORTATION	310,966.84	165,371.89	95,785.35	380,553.38	172,468.88
CAPITAL PROJECTS	36,136,704.70	141,265.55	2,492,530.47	33,785,439.78	44,745,638.62
CONFERENCE CENTER	4,112,771.28	3,113.64	16,540.53	4,099,344.39	8,810,759.21
RKE VALLEY DETENTION COMM	4,242,431.86	533,693.52	2,254,831.63	2,521,293.75	4,126,594.47
DEBT SERVICE	13,313,520.52	22,827.69	1,342.58	13,335,005.63	13,375,906.69
DEPT OF TECHNOLOGY	5,975,084.69	197,100.10	205,274.83	5,966,909.96	4,026,933.84
MATERIALS CONTROL	225,040.99	118,857.75	59,762.72	284,136.02	43,757.49
MANAGEMENT SERVICES	0.00	0.00	0.00	0.00	154,423.04
FLEET MANAGEMENT	1,187,569.70	68.84	86,749.46	1,100,889.08	1,154,752.16
PAYROLL	(11,688,455.37)	14,192,705.27	14,841,482.58	(12,337,232.68)	(11,413,089.26)
RISK MANAGEMENT	12,143,750.65	824,752.55	578,472.46	12,390,030.74	11,602,992.53
PENSION	720,549.67	336,644.08	1,266,393.88	(209,200.13)	(255,117.07)
SCHOOL FUND	11,194,453.23	5,290,804.88	5,893,741.32	10,591,316.79	11,404,663.64
SCHOOL CAPITAL PROJECTS	(1,368,340.36)	4,155,068.47	91,507.97	2,695,220.14	2,438,361.98
SCHOOL FOOD SERVICE	(205,907.35)	486,890.52	319,622.29	(38,639.12)	(405,019.29)
FDCTC	45,801.87	208,023.24	81,308.88	172,516.23	(20,038.45)
GRANT	1,105,057.65	117,192.47	278,106.27	944,143.85	1,166,448.25
TOTAL	\$93,510,595.60	\$38,215,033.85	\$44,450,404.84	\$87,275,224.61	\$106,455,540.79

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE STATEMENT OF MY ACCOUNTABILITY TO THE CITY OF ROANOKE, VIRGINIA, FOR THE FUNDS OF THE VARIOUS ACCOUNTS THEREOF FOR THE MONTH ENDED NOVEMBER 30, 2001.
THAT SAID FOREGOING:

CASH:

CASH IN HAND \$15,719.44
CASH IN BANK 1,856,192.23

INVESTMENTS ACQUIRED FROM COMPETITIVE PROPOSALS:

COMMERCIAL HIGH PERFORMANCE MONEY MARKET 11,063,381.50
COMMERCIAL PAPER 15,975,336.67
LOCAL GOVERNMENT INVESTMENT POOL 24,037,705.27
MONEY MANAGEMENT ACCOUNT 10,028,956.15
REPURCHASE AGREEMENTS 10,000,000.00
STATE NON-ARBITRAGE PROGRAM (U.S. SECURITIES, COMMERCIAL PAPER) 445,553.95
VIRGINIA AIM PROGRAM (U. S. SECURITIES) 13,852,379.40
TOTAL \$87,275,224.61

DATE: DECEMBER 13, 2001


DAVID C. ANDERSON, TREASURER

**CITY OF ROANOKE PENSION PLAN
STATEMENT OF CHANGES IN PLAN NET ASSETS
FOR THE 5 MONTHS ENDED NOVEMBER 30, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
Additions:		
Employer Contributions	\$1,583,316	\$1,574,897
Investment Income		
Net Appreciation (Depreciation) in Fair Value of Investments	(5,795,769)	(12,650,567)
Interest and Dividend Income	1,184,359	1,939,794
Total Investment Income (Loss)	(4,611,410)	(10,710,773)
Less Investment Expense	(27,521) (1)	92,408
Net Investment Income (Loss)	(4,583,889)	(10,803,181)
Total Additions (Deductions)	<u>(3,000,573)</u>	<u>(9,228,284)</u>
 Deductions		
Benefits Paid to Participants	\$6,077,742	\$5,300,634
Administrative Expenses	18,343	30,906
Total Deductions	<u>6,096,085</u>	<u>5,331,540</u>
Net Increase (Decrease)	(9,096,658)	(14,559,824)
 Net Assets Held in Trust for Pension Benefits:		
Fund Balance July 1	326,337,980	350,929,145
Fund balance November 30	<u>\$317,241,322</u>	<u>\$336,369,321</u>

(1) Reversal of accruals made at June 30, 2001

**CITY OF ROANOKE PENSION PLAN
BALANCE SHEET
NOVEMBER 30, 2001**

	<u>FY 2002</u>	<u>FY 2001</u>
<u>Assets</u>		
Cash	(\$209,353)	(\$255,182)
Investments, at Fair Value	318,672,618	337,686,410
Due from Other Funds	1,749	1,749
Other Assets	<u>5,434</u>	<u>5,097</u>
Total Assets	<u>\$318,470,448</u>	<u>\$337,438,074</u>
<u>Liabilities and Fund Balance</u>		
Liabilities:		
Due to Other Funds	\$1,226,673	\$1,068,065
Accounts Payable	<u>2,453</u>	<u>688</u>
Total Liabilities	<u>1,229,126</u>	<u>1,068,753</u>
Fund Balance:		
Fund Balance, July 1	326,337,980	350,929,145
Net Gain (Loss) - Year to Date	<u>(9,096,658)</u>	<u>(14,559,824)</u>
Total Fund Balance	<u>317,241,322</u>	<u>336,369,321</u>
Total Liabilities and Fund Balance	<u>\$318,470,448</u>	<u>\$337,438,074</u>

**CITY OF ROANOKE
DEPARTMENT OF FINANCE**

215 Church Avenue, S.W., Room 461
P.O. Box 1220
Roanoke, Virginia 24006-1220
Telephone: (540) 853-2821
Fax: (540) 853-2940

JAMES D. GRISSO
Director of Finance

JESSE A. HALL
Deputy Director

January 7, 2001

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Subject: Revision to City Of Roanoke Pension Plan: Employees Supplemental Retirement System (ESRS).

Dear Mayor Smith and Council Members:

Background:

The provisions of Article III, Employee Supplemental Retirement System, of the City of Roanoke Pension Plan, currently contain outdated language related to the optional forms of benefit payments under the terms of this Plan. Specifically, the existing optional forms of benefits provide for the recalculation of a joint and survivor distribution option in the event the spouse were to pre-decease the retiree; however, it does not address the instance of a final divorce decree.

Because of this, if a retiree who originally elected a joint and survivor annuity form of payment subsequently divorces, there is no provision to "credit" the retiree for the reduced benefit amount originally selected even though the final divorce decree releases the retiree (and Pension Plan) from any liability associated with the ex-spouse's entitlement to any portion of the retiree payments.

Considerations:

Many retirement plans have modernized their provisions in recent years to reflect current lifestyles. This more modernized language recognizes that a retiree may originally elect a joint and survivor form of benefit to provide for his/her spouse; then, subsequently become divorced from his/her spouse. Currently, the Plan provisions require that the retiree continue to receive the reduced monthly payment amount even though the divorce decree nullifies a pension benefit to the ex-spouse.

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Honorable Mayor and Members
of City Council
December 13, 2000

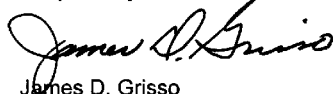
Page 2

The retiree is barred by City Code from changing his/her original distribution election since the Plan provides that such change may only be made in the event of the death of the spouse (not recognizing divorce).

Recommended Action:

We recommend that a provision be added to the Employee Supplemental Retirement System that will allow retired members who have elected to receive an optional benefit to revoke such election; and, to receive from the date of the divorce decree the retirement allowance to which they would have been entitled had no option been elected initially and divorce decree releases employer from provision of this retirement benefit. This election could be made in the event (a) the original survivor had died; and, (b) a final decree of divorce with the retired member from the original survivor has been entered .

Respectfully submitted,



James D. Grisso
Director of Finance

c: Darlene L. Burcham, City Manager
William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Debra Caldwell, Retirement Administrator

WMT

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE amending and reordaining §22.1-49. Optional spousal allowance, of Chapter 22. Pensions and Retirement, of the Code of the City of Roanoke (1979), as amended, for the purpose of allowing restoration, under certain terms and conditions, of a retired member's allowance to an amount that would have been paid to the member had no spousal allowance been elected, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Section 22.1-49, Optional spousal allowance, of Chapter 22, Pensions and Retirement, of the Code of the City of Roanoke (1979), as amended, is hereby amended to provide for restoration, under certain terms and conditions, of a member's allowance to the amount which would have been paid to the member had no spousal allowance been elected, and shall read and provide as follows:

§22.1-49. Optional spousal allowance.

(a) Until the effective date of retirement, any member may elect to convert the retirement allowance otherwise payable to him into an optional spousal allowance of equivalent actuarial value in accordance with one (1) of the optional forms set out below. If an optional spousal allowance is selected and the spouse dies before the member, the member's pension allowance shall, as of the first day of the next month after the death of the member's spouse, be increased by an amount equal to the amount by which the pension allowance

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was reduced at the date of retirement by virtue of the member's election of a spousal allowance. The member's spouse, if any, shall be required to sign the election form designated by the board, when the member applies for retirement. A spouse must be married to the member at retirement and one (1) year prior to death of the member or retired member to be eligible for a spousal allowance. The spousal allowance shall continue until the death of the spouse. A member's election of an optional spousal allowance shall be irrevocable, except as permitted below. A spousal benefit shall be reduced by any workers' compensation benefit as provided for in section 22.1-9. The optional forms are as follows:

Option 1: A reduced retirement allowance payable during the life of the retired member, with the provisions that upon his death his reduced retirement allowance shall be continued and paid to his spouse as he shall have nominated by written designation duly acknowledgeable and filed with the board at the time of his retirement; or

Option 2: A reduced retirement allowance payable during the life of the retired member, with the provision that upon his death three-quarters of his reduced retirement allowance shall be continued and paid to his spouse as he shall have nominated by written designation duly acknowledged and filed with the board at the time of his retirement; or

Option 3: A reduced retirement allowance payable during the life of the retired member, with the provision that upon his death one-half of his reduced retirement allowance shall be continued and paid to his spouse as he shall have nominated by written designation duly acknowledged and filed with the board at the time of his retirement.

The actuarial factors used to convert as an optional form of payment are as follows:

* * *

[TABLE NOT SET OUT HEREIN]

Should such member die within thirty (30) days after retirement, his optional election shall not be effective, he shall be considered a member in service at the time of his death, and the only benefit payable on his account shall be the nonoccupational death benefit provided in section 22.1-50 reduced by any retirement allowance payments received by him prior to his death.

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(b) A retired member who has elected an option described in this section may, in a manner prescribed by the Board, revoke such election and elect to receive from the time of notification the retirement allowance to which he would have been entitled had no option been elected initially and no cost of living increases been granted in the interim, if (1) the original survivor has died or (2) a final decree of divorce of the retired member from the original survivor has been entered which releases both the member and the City Plan from any liability to or obligation of the City Plan to make any payments to the original survivor.

2. Pursuant to §12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

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6.b.3

CITY OF ROANOKE
DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461
P.O. Box 1220
Roanoke, Virginia 24006-1220
Telephone: (540) 853-2821
Fax: (540) 853-6142

JAMES D. GRISSO
Director of Finance

JESSE A. HALL
Deputy Director

January 7, 2002

The Honorable Ralph K. Smith, Mayor
The Honorable William H. Carder, Vice Mayor
The Honorable William D. Bestpitch, Council Member
The Honorable C. Nelson Harris, Council Member
The Honorable W. Alvin Hudson, Jr., Council Member
The Honorable William White, Sr., Council Member
The Honorable Linda F. Wyatt, Council Member

Subject: Transfer of General Fund Balance Reserve for Self-Insured Liabilities

Dear Mayor Smith and Members of City Council:

Section 2-188.1 Reserve for self-insured liabilities, Code of the City of Roanoke (1979), as amended, stipulates that, at the conclusion of each fiscal year, two hundred fifty thousand dollars (\$250,000), to the extent available from any undesignated General Fund balance at the end of such fiscal year, shall be reserved for self-insured liabilities of the City. The maximum balance of the reserve is three percent of total General Fund appropriations for the concluded fiscal year. As such, at June 30, 2001; \$250,000 was reserved in the General Fund for self-insured liabilities.

The attached budget ordinance appropriates the \$250,000 reserved in the General Fund for self-insured liabilities to be transferred to the Risk Management Fund where the remaining self-insurance reserve exists. The budget ordinance also establishes a revenue estimate in the Risk Management Fund for this transfer, increasing the Reserve for Self-Insured Liabilities.

We recommend your approval of this budget ordinance.

Sincerely,



James D. Grisso
Director of Finance

JDG/THT/pac

c: Darlene L. Burcham, City Manager
William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Kenneth S. Cronin, Director of Human Resources
Glenn A. Asher, Risk Manager
Ann H. Shawver, Manager of Accounting Services

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AHS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to amend and reordain certain sections of the 2001-2002 General and Risk Management Funds Appropriations, and providing for an emergency.

WHEREAS, for the usual daily operation of the Municipal Government of the City of Roanoke, an emergency is declared to exist.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that certain sections of the 2001-2002 General and Risk Management Funds Appropriations, be, and the same are hereby, amended and reordained to read as follows, in part:

General Fund

Appropriations

Nondepartmental	\$ 71,646,871
Transfers to Other Funds (1)	71,079,166

Fund Balance

Reserved Fund Balance	\$ 8,949,214
Reserve for Self-Insured Claims (2)	-0-

Risk Management Fund

Revenues

Nonoperating	\$ 615,000
Transfers from Other Funds (3)	250,000

Retained Earnings

Reserve for Self-Insured Claims (4)	\$ 4,943,534
---	--------------

1) Transfer to Risk Management Fund (001-250-9310-9529)	\$ 250,000
2) Reserve for Self-Insured Claims (001-3327)	(250,000)

3) Transfer from			
General Fund	(019-110-1234-1037)	\$	250,000
4) Reserve for			
Self-Insured Claims	(019-3327)		250,000

BE IT FURTHER ORDAINED that, an emergency existing, this Ordinance shall be in effect from its passage.

ATTEST:

City Clerk.

City of Roanoke, Virginia

January 7, 2002

Honorable Ralph K. Smith, Mayor
Honorable William H. Carder, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable C. Nelson Harris, Council Member
Honorable W. Alvin Hudson, Jr., Council Member
Honorable William White, Sr., Council Member
Honorable Linda F. Wyatt, Council Member

Subject: Amendment of Escrow Agreement with SunTrust Leasing Corporation

Dear Mayor and Members of City Council:

Background:

City Council adopted Resolution Number 35193 on February 5, 2001 authorizing execution of a Lease Purchase Agreement with SunTrust Leasing Corporation, and any other required documents related to the Lease Purchase Agreement.

One of the 'related documents' was the Escrow Agreement entered into as of January 15, 2001 among the City of Roanoke, SunTrust Bank, and SunTrust Leasing Corporation. Article III Section 3.4 of the Escrow Agreement, *Transfers Upon Completion*, essentially required the City to disburse all equipment acquisition funds by January 14, 2002 or return these funds to SunTrust Leasing Corporation as a prepayment of principal under the lease.

Current Situation:

The City needs an extension of this required disbursement date in order to finalize disbursement of funds under the lease. This extension is necessitated by several factors. The largest portion, \$1,353,000, of the \$2,503,000 of lease proceeds was dedicated to fleet replacement. Many of the items selected for funding through the capital lease are large equipment items that require significant lead-time when ordering and placing into use. Therefore, approximately \$442,000 of the fleet funds are still encumbered at this time awaiting delivery of equipment.

Another factor impacting our need for an extension is the reallocation of approximately \$217,000 of proceeds originally planned for new equipment for the police building toward other projects identified in the City's Capital Maintenance and Equipment

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Replacement Program (CMERP). This was accomplished by Council action September 4, 2001 and was made possible by the fact that the police building equipment was purchased at an amount less than the estimated budget. Because we have identified other priority items to reallocate the proceeds to, the City needs additional time to acquire these items.


Extending the scheduled disbursement date will enable the City to maximize its use of lease financing as originally planned, as opposed to prepaying lease principal. The City will continue to earn interest earnings on lease proceeds not yet disbursed. SunTrust Leasing Corporation agrees to this extension.

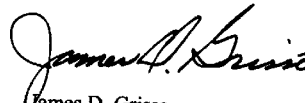
Recommendation:

City Council adopt the accompanying resolution authorizing the execution of the Lease Purchase Amendment with SunTrust Leasing Corporation extending the period of disbursement of funds under the lease to July 14, 2002.

We would be pleased to answer questions that you may have.

Sincerely,


Darlene L. Burcham
City Manager


James D. Grisso
Director of Finance

DLB/JDG/ahs
Attachment

c: William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
George C. Snead, Jr., Assistant City Manager for Operations
Jesse A. Hall, Deputy Director of Finance
Barry L. Key, Director of Management and Budget

SUNTRUST LEASING CORPORATION

AMENDMENT NO. 01

AMENDMENT TO LEASE DOCUMENTS Schedule No. 01

THIS AMENDMENT TO LEASE DOCUMENTS dated as of this 14th day of January, 2001 (this "Amendment"), by and among SUNTRUST LEASING CORPORATION, its successors and assigns ("Lessor"), and City of Roanoke, Virginia its successors and permitted assigns ("Lessee") and SunTrust Bank (Escrow Agent), amends that certain Escrow Agreement, dated as of January 15, 2001, and all of the other documents and agreements entered into in connection therewith, as amended or otherwise modified (hereinafter collectively referred to as the "Lease Documents"). The capitalized terms used herein but not otherwise defined herein shall have the respective meanings given them in the Escrow Agreement referred to therein.

RECITALS

WHEREAS, the Escrow Agreements refer to January 14, 2002 in Section 3.4 and 4.3. However, the parties desire to amend all of the Lease Documents to change the date to July 14, 2002.

NOW, THEREFORE, in consideration of the foregoing premises and such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do hereby agree as follows:

1. **AMENDMENT.** Each of the Escrow Agreements, together with any other agreement, document, exhibit, schedule or annex delivered in connection with any of the same, is hereby amend (which amendment shall be deemed to be retroactive to the effective date of such Lease Document).
2. **REPRESENTATIONS AND WARRANTIES.** Lessee hereby represents and warrants to Lessor that each of the Lease Documents constitute legal, valid and binding obligations of Lessee, enforceable against Lessee in accordance with the terms thereof.
3. **COVENANTS.** Lessee will promptly execute and deliver to Lessor Uniform Commercial Code Statements of Amendments and all other filings and recordings as required by Lessor, together with such further documents, instruments and assurance and take such further action as Lessor may reasonably request in order to carry out the intent and purpose of this Amendment, and cause any such documents to be filed with the appropriate recording offices at Lessee's sole expense.
4. **MISCELLANEOUS.** This Amendment shall hereafter amend and constitute a part of each of the Lease Documents referenced herein. Except as expressly provided herein, the terms and conditions of each such Lease Document remains unmodified and in full force and effect. This Amendment shall be governed by and in accordance with the laws of the Commonwealth of Virginia. This Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Amendment to Lease Documents to be executed as of the date first above written.

SunTrust Leasing Corporation
Lessor

City of Roanoke, Virginia
Lessee

By: _____ [SEAL]
Name: _____
Title: _____

By: _____ [SEAL]
Name: _____
Title: _____

SunTrust Bank (Escrow Agent)
By: _____ [SEAL]
Name: _____
Title: _____

[Amend-Change-Name-Type-Lease] 110/001

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IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing execution of an Amendment of Lease Documents with respect to the Escrow Agreement, dated January 15, 2001, entered into in connection with an Equipment Lease Purchase Agreement, under the same date, between Suntrust Leasing Corporation and the City of Roanoke, providing for the acquisition and installation of certain equipment by the City; such Amendment providing for the extension of the disbursement date in the Escrow Agreement from January 14, 2002, to July 14, 2002.

BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. The City Manager is hereby authorized, for and on behalf of the City, to execute an Amendment of Lease Documents amending the Escrow Agreement, dated January 15, 2001, between Suntrust Leasing Corporation and the City of Roanoke, in order to extend the disbursement date in the Escrow Agreement and all other related documents from January 14, 2002, to July 14, 2002, all as more particularly set out in the City Manager's and Director of Finance's letter to Council dated January 7, 2002.
2. The Lease Purchase Agreement and Escrow Agreement dated January 15, 2001, shall remain in full force and effect except to the extent of any inconsistency with the Amendment authorized by this resolution.
3. Such Amendment shall be in such form as is approved by the City Attorney.

ATTEST:

City Clerk.

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7.a.
 Roanoke City Department of Planning
 Building and Development
 Room 166, Municipal Building
 215 Church Avenue, S.W.
 Roanoke, Virginia 24011
 (540) 853-1730 (Fax) 853-1230
 Email: planning@ci.roanoke.va.us

January 7, 2001

Honorable Ralph K. Smith, Mayor
 Honorable William H. Carder, Vice Mayor
 Honorable William D. Bestpitch, Council Member
 Honorable C. Nelson Harris, Council Member
 Honorable W. Alvin Hudson, Council Member
 Honorable William White, Sr., Council Member
 Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Resolution Endorsing Architectural Review Guidelines

Background:

The Architectural Review Board (ARB) adopted the current Architectural Design Guidelines in June 1995. The ARB amended the guidelines in July 2000 to incorporate specific guidelines for retaining walls. The guidelines were developed following an extensive public involvement process and work with neighborhood groups. The purpose of the guidelines is to assist both property owners and the ARB in making consistent and appropriate decisions on construction materials and methods in historic districts. The guidelines are recommendations rather than City Code, so they provide for flexibility in dealing with special circumstances and materials. Each architectural review case is decided on its own merits.

Historic districts are a part of the zoning ordinance and "overlay" the existing zoning that guides land use. Roanoke has two historic overlay districts: the H-1, Historic District and the H-2, Neighborhood Preservation District. The H-1 District is generally limited to portions of downtown, including the City Market and Warehouse Row. The H-2 District covers a wider territory that includes Old Southwest, portions of Gainsboro, NE, and Patterson Avenue, SW. The H-1 guidelines stress restoration and are generally more stringent than the H-2 guidelines, which stress compatibility of design.

In October 2000, planning staff sponsored a community workshop to review the H-2 guidelines. Approximately 50 citizens attended. Participants were asked to review each of the 349 guidelines and indicate whether they agree or disagree with the guideline. The results were as follows:

1

Roanoke City Planning Commission Architectural Review Board Board of Zoning Appeals

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- 257 guidelines had 90-100% in agreement
- 70 guidelines had 80--89 % in agreement
- 18 guidelines had 70-79% in agreement
- 3 guidelines had 62-69% in agreement

The workshop results indicate a very high level of support for the existing guidelines.

Considerations:

The ARB respectfully requests that City Council endorse the guidelines. City Council's endorsement would demonstrate Council's support of the guidelines and, because the decisions of the ARB may be appealed to City Council, it is appropriate that City Council use the guidelines to assist in its decision-making.

It is important to note that the guidelines are recommendations to guide decisions, rather than part of the City Code. The ARB and City Council retain the flexibility to deviate from the guidelines where the situation warrants special consideration.

Recommendation:

The Architectural Review Board recommends that City Council adopt the resolution endorsing the Architectural Review Guidelines, as amended, for the H-1 and H-2 Districts.

Respectfully submitted,



Robert B. Manetta, Chairman
Roanoke City Architectural Review Board

RM:clc
attachment

cc: Darlene Burcham, City Manager
William M. Hackworth, City Attorney
Rolanda Johnson, Assistant City Manager for Community Development
Steven J. Talevi, Assistant City Attorney

Introduction to the H-1 District

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT * CITY OF ROANOKE

OVERVIEW

The City of Roanoke created the H-1 Historic District to

- identify properties (buildings, landmarks, structures and areas) of architectural, cultural, and historic significance within the city that are on or eligible for inclusion on the Virginia Landmarks Register or the National Register of Historic Places;
- encourage the preservation, enhancement, and maintenance of such properties; and
- develop and maintain appropriate settings and environments for such properties.

The H-1 District in downtown Roanoke includes properties contained in two of the city's National Register Districts—the Roanoke City Market Historic District and the Roanoke Warehouse Historic District—and a number of individually-listed buildings. The City Market district is bounded by Norfolk Avenue, Williamson Road, South Jefferson Street, and Church Avenue, with Market Street and Campbell Avenue as its main thoroughfares. The district contains more than sixty buildings. The H-1 District also includes three of five warehouses contained in the Roanoke Warehouse Historic District, also known as "Wholesale Row," located adjacent to the Norfolk and Western Railway lines and fronting on Norfolk Avenue.

HISTORY OF THE H-1 DISTRICT

The City Market District

The core of the H-1 District is formed by the larger of the two downtown historic districts, the City Market district, a six-block area laid out in a grid plan. The focal point of the district is the 1922 Georgian Revival City Market Building, which is three-and-a-half stories and is set in the middle of the central Market Square. Area farmers have gathered to sell produce in this location since 1874; the existing market building replaced the city's first market building, which was constructed on the same site in 1886. Expansion of the market area accompanied the rapid growth of Roanoke at the end of the 19th century and in the early years of the twentieth century. Marketing produce in front of the building gave rise to the development of the square. Grocery stores and other businesses grew up around the market, giving the area much of its present commercial character.

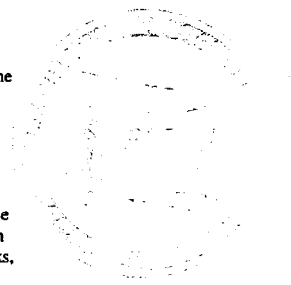


The City Market is a center of activity for the H-1 District and a popular visitor destination.

When the first City Market was erected, the Italianate, Second Empire, and Richardsonian Romanesque styles were the fashion of America's commercial architecture. The Roanoke City Market Historic District preserves a number of buildings influenced by these late-19th-century revival styles. Although most buildings in the district are eclectic in their combination of stylistic detailing, many convey a strong impression of a specific style. The district also contains a number of significant examples of 20th-century styles, with Beaux Arts Classicism and Art Deco styles well represented. In addition to the City Market Building, other notable buildings in the district include the classically-inspired building at 108-114 Campbell Avenue, and the Georgian Revival style red-brick Fire Station Number 1, with its richly-detailed bell tower.

Although much of the city's downtown commercial development now lies west and south of the City Market, the area has become the focus of the city's cultural life with the rehabilitation of the 1914 McGuire Building as Center in the Square. This cultural arts center, completed in 1983, includes the Art Museum of Western Virginia, the Arts Council of the Blue Ridge, the Roanoke Valley History Museum, the Science Museum of Western Virginia, and Mill Mountain Theatre.

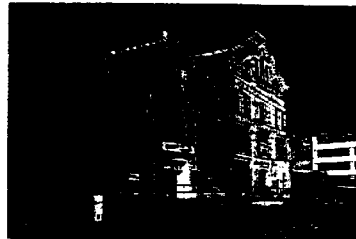
The market traditions of the district have been maintained by renovations to the City Market Building and the outdoor market stalls along the western side of Market Street. The combination of farmers' produce, specialty shops, restaurants, and cultural attractions make the City Market Historic District a center of activity within the city and a popular visitor destination.



The Warehouse District

The other major component of the H-1 District is a series of three warehouses which comprise the eastern portion of the Roanoke Warehouse Historic District. Closely identified with Roanoke's emergence at the turn-of-the-century as the wholesale capital of Southwest Virginia, the warehouses—built for wholesale food storage—exemplify early industrial warehouse design. With their adjacent railroad access, these rare surviving warehouses evoke Roanoke's period of development as a significant railroad center.

Built between 1892 and 1902, the characteristic features of the three brick buildings include rows of segmental arched, deep-set windows, iron door and window moldings, and post-and-beam timber supports on the interior. The buildings exhibit the fine corbeled brickwork that is characteristic of Roanoke's historic commercial architecture. A stepped, gabled roof with brick corbeling, reminiscent of buildings in the Dutch vernacular tradition, is a notable architectural feature of two of the warehouses.



Roanoke's historic commercial architecture is represented by these brick warehouse buildings.

OTHER BROCHURES IN THIS SERIES

Refer to these brochures for specific information relating to the H-1 District:

Working with the ARB • Building Forms and Styles • Building Facades • Masonry • Storefronts • Windows and Doors • Roofs, Parapets and Cornices • Painting • Utilities and Rear Facades • Awnings and Canopies • Hardware and Accessories • Exterior Lighting • Signs • Offstreet Parking • New and Infill Construction • Relocation and Demolition

Working with the ARB

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT * CITY OF ROANOKE

ARCHITECTURAL DESIGN REVIEW

The ARB is a seven-member citizen board appointed by City Council for three year terms. A member may serve three consecutive terms. All members must have an interest or competence in, or knowledge of historic preservation. One member is selected from the city planning commission. At least two members must be registered architects; one must have a demonstrated knowledge of Roanoke history. Members serve without compensation. The ARB carries out its responsibilities through the process known as design review.

THE ARCHITECTURAL REVIEW BOARD

The Purpose of Design Review

City council established the ARB with the stated purpose of protecting designated historic properties against destruction or encroachment of architecturally incompatible buildings and structures, including signs. Through the ARB, the City of Roanoke preserves buildings with historic character and encourages new design that is compatible with the old. The goals of design review by the ARB are:

- to ensure that work on historic buildings preserves architectural features and historic character and
- to pursue alternatives to demolition of important buildings
- to ensure that new construction is compatible with existing nearby and adjacent buildings.

Work Requiring Review

In the H-1 Historic District, changes to be reviewed include

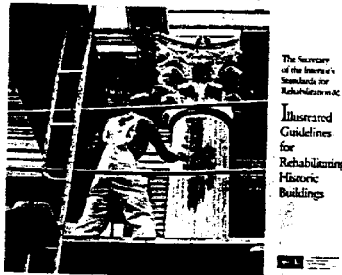
- all exterior changes to existing buildings;
- painting a building a different color;
- new buildings/structures, including signs; awnings, light fixtures, and parking lots;
- additions to buildings; and
- demolition/moving of buildings or structures.

The H-1 Historic District establishes design standards that supplement the requirements of the underlying zoning district. These additional standards are explained in the series of brochures *Architectural Design Guidelines for the H-1 Historic District*, and are based upon *The Secretary of the Interior's Standards for Rehabilitation*. The standards emphasize retaining and restoring the architectural features of important buildings.

The Secretary of the Interior's Standards

The most widely-used standards and guidelines in the United States for the rehabilitation of buildings and new construction in historic districts are *The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings*. First developed in 1979 and periodically updated, the *Secretary's Standards* include extensive information concerning

- maintenance
- repair
- selection and installation of replacement elements and materials
- alterations and additions for historic buildings, and
- new construction in historic districts.



The Secretary of the Interior's Standards for Rehabilitation

Federal investment tax credits are available for rehabilitation projects that are certified in compliance with the *Secretary's Standards*. The following guidelines are based upon the principles outlined in the *Secretary's Standards*, but address issues specific to Roanoke. Three types of construction activities usually occur: preservation, rehabilitation, and new construction.

Preservation of a building means retaining the existing form, appearance, and materials of a building through stabilization, repair, and maintenance.

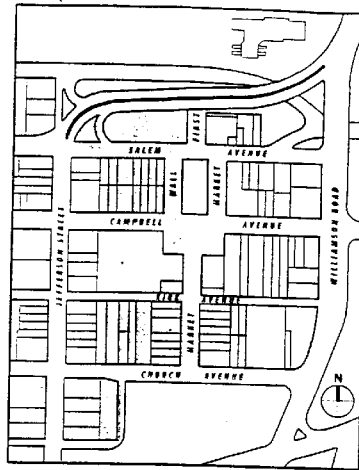
Rehabilitation of a building acknowledges the need to accommodate change to remain useful. Rehabilitation also preserves those features of historic or architectural value.

New construction affects the overall setting and environment of the historic district. Growth and change are a vital part of community development. Design review ensures that new buildings are compatible with existing buildings.

DEFINITIONS

Preservation. Measures taken to retain the existing form, features, and materials of a historic property.

Restoration. Returning the form, features, and character of a historic property to their appearance during an earlier period of time.



The H-1 Market Area Historic District

Certificate of Appropriateness

Prior to obtaining a building permit for some activities, an applicant must first be issued a certificate of appropriateness by the ARB. The ARB evaluates each application on the basis of the effect the proposed action will have on the actual building, on adjacent properties, and on the entire district. In evaluating an application, the Board uses the design guidelines discussed in this publication.

Board Meetings

The ARB meets on the second Thursday of each month. The filing deadline to be placed on the Board's agenda is two weeks prior to the meeting date. Applications and submission dates may be obtained from the Roanoke City Office of Community Planning.

Applications for certificates of appropriateness are submitted to the Office of Community Planning; the staff reviews each application for completeness prior to referring them to the ARB. (Only applications that are complete and submitted on time can be considered. Incomplete applications and late applications are referred to the next regularly scheduled meeting.) Members visit each site prior to the meeting.

The ARB meeting provides an opportunity for the applicant and/or a representative to explain the project in greater detail, present drawings, and answer questions from the ARB.

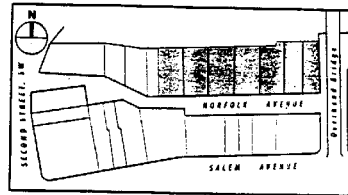
ARB meetings are open to the public and news media. The public is welcome to speak in support of or in opposition to the applications.

Representatives of neighborhood and other groups frequently attend ARB meetings and sometimes comment on specific applications.

The complexity of a project determines whether an owner hires a professional to prepare and/or present the application. Complex projects involving new construction or major additions generally need professional assistance.

Successful applicants usually:

- are familiar with district regulations;
- understand the history and important architectural features of their property;
- are familiar with the design guidelines, paying particular attention to the sections related to the work they wish to undertake;
- contact the Roanoke Office of Community Planning to discuss the proposed project and determine supporting documentation;
- work with designers and contractors who have experience with historic properties
- submit legible applications with clear documentation.



The H-1 portion of the Roanoke Warehouse Historic District

H-1 Fast Track Construction Approval

The review and approval of minor construction in the district has been expedited to assist property owners and contractors. Requests to the ARB for certain construction can be reviewed and approved in five to ten days instead of waiting for the Board's regular monthly meeting. Eligible requests for fast track approval include:

- awnings when a different color or pattern is proposed
- temporary banners
- signs when the same sign board is used, but colors and information are changes
- sidewalk sandwich boards

The filing form and procedure remains the same. Completed applications must include a drawing of the construction to be undertaken (design, dimensions, materials, and placement) and photographs of the property. Once submitted to the Office of Community Planning and Development, the application will be reviewed using design guidelines in the city code and any adopted by the ARB. The applicant will be notified in writing of any decisions.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following specific subjects:

Building Forms and Styles • Building Facades • Masonry • Storefronts • Windows and Doors • Roofs, Parapets and Cornices • Painting • Utilities and Rear Facades • Awnings and Canopies • Hardware and Accessories • Exterior Lighting • Signs • Offstreet Parking • New and Infill Construction • Relocation and Demolition

Building Forms and Styles

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT ★ CITY OF ROANOKE

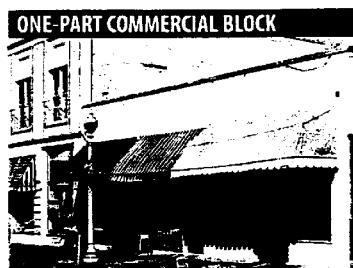


The two-part commercial block is the predominant commercial building type in the City Market Historic District. Developed during the first half of the 19th century, this building type is still the major building type in most downtown commercial areas of small- and medium-sized cities.

Characteristic Features

Characteristic features include:

- two to four stories in height
- abuts sidewalk and adjacent buildings to fill lot
- building front is dominant
- horizontal division between first and second stories creating two zones
- public ground floor
- private upper floors (offices, hotel rooms, residences)
- conspicuous parapet and cornice



The one-part commercial building type is similar to the ground floor of the two-part commercial block. With the growth and increased development of urban centers, many one-part commercial buildings were demolished to make way for larger buildings. Consequently, surviving examples of this type are increasingly rare.

Characteristic Features

Characteristic features include:

- one story in height
- abuts sidewalk and adjacent buildings to fill lot
- dominant facade
- facade consists of storefront with parapet or cornice.



Various architectural styles are represented in the one-part and two-part commercial blocks of the historic district. Most buildings can be classified as **Romantic Revival** with Italianate or Neoclassical influences. Round-headed windows, hood moldings, quoins, and heavily decorated cornices are features common to the Italianate style. Strong cornice lines, pilasters, straight lintels, dentils and egg-and-dart detailing are features of the Neoclassical style.

The **Georgian Revival** style of the City Market Building is characterized by

- symmetrical composition
- classical detailing
- strong cornice line
- steady rhythm of windows
- horizontal emphasis
- prominent central bay where entrance is located

The **Art Deco** style is also represented in the district. Metal panels, Carrara glass and glazed ceramic tiles are commonly-used materials of the style, and decoration tends to be simple geometric designs.

Two of the five warehouses in the historic district are reminiscent of **Dutch** architecture. Characteristic architectural features include:

- steeply pitched roofs
- stepped parapet walls
- brick corbeling

DEFINITIONS

Carrara glass. An opaque, structural glass popular in the early 20th century for the facing of storefronts.

Corbel. A projection from a masonry wall, either to support a load or for decorative effect.

Cornice. Decorated trim-work placed along the top of a wall or over an opening.

Dentil. One of a series of small, rectangular blocks, similar in appearance to teeth, which are sometimes part of a cornice.

Facade. The front or principal exterior face of a building.

Hood molding. Decorative trim, usually metal, located over a door or window.

Lintel. A horizontal beam over an opening which carries the weight of the structure above.

Parapet. The portion of an exterior wall that extends above the roofline.

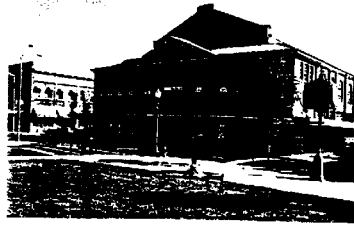
Pilaster. A partial column or post engaged with a wall.

Pitch. The slope of a roof, usually expressed as a ratio of rise (height) to run (width), such as 6:12.

Quoin. A hard stone or brick used to reinforce or decorate the corners of a building.

Setback. The distance between a structure and a property line, street, sidewalk, or other line of reference.

Storefront. The ground-floor portion of a commercial building that contains the entrance and large display windows.

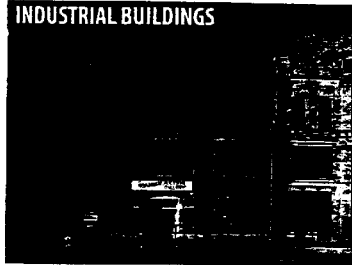
FREESTANDING BUILDINGS

Civic and institutional buildings are often designed to be freestanding, with surrounding open space. Their architectural form and setting usually emphasize their community importance.

Characteristic Features

Characteristic features include:

- two or more stories in height
- surrounded by open space or generous setbacks
- occasionally occupies an entire block
- three-dimensional form; all facades important
- elaborate detail, superior workmanship, and construction materials

INDUSTRIAL BUILDINGS

Warehouses and other industrial buildings often have a utilitarian appearance. Examples within the H-1 District date from the period 1889-1902.

Characteristic Features

Characteristic features include:

- usually two or more stories in height
- may be freestanding or abut other similar buildings
- uniform treatment of ground floor and upper stories
- less elaborate detailing

**GUIDELINE BROCHURES
IN THIS SERIES**

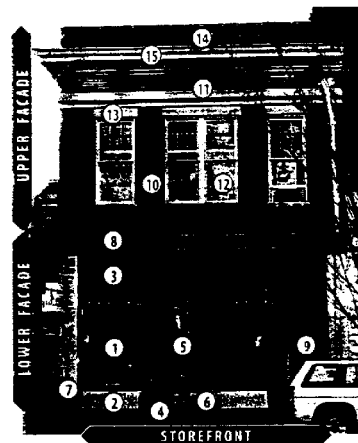
*Building Facades • Masonry •
Storefronts • Windows and
Doors • Roofs, Parapets and
Cornices • Painting • Utilities
and Rear Facades • Awnings
and Canopies • Hardware and
Accessories • Exterior Lighting •
Signs • Offstreet Parking •
New and Infill Construction •
Relocation and Demolition*

Building Facades

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT * CITY OF ROANOKE

A commercial building's facade—its front or principal exterior wall—contains most of the features that contribute architectural character. The facade generally consists of two main parts:

- the storefront at ground level
- the upper stories



PARTS OF A COMMERCIAL FACADE

FEATURE	FUNCTION
LOWER FACADE	
STOREFRONT	• ground-floor commercial space
1 Display window	• transparent opening into the building
2 Bulkhead	• permits view of merchandise; primary source of daylight
3 Transom	• supports display window
4 Recessed entry	• additional source of daylight; limited ventilation
5 Storefront doors	• sheltered and inviting entrance to ground floor space
6 Entry paving	• access to ground floor space; light and ventilation
7 Pier	• transition from public to private space, business identity
8 Storefront cornice	• supports upper facade; defines limits of storefront
9 Upper floor entry	• decorative treatment of lintel creating storefront opening
UPPER FACADE	• direct access from sidewalk to upper floor spaces
10 Masonry wall	• upper floor space
11 Brick detailing	• building enclosure; gives appearance of solidity
12 Upper floor windows	• adds visual interest to masonry wall
13 Lintel	• light and ventilation for upper floor uses
14 Parapet	• structural support over a masonry opening; may have decorative treatment
15 Cornice	• hides sloping roof; provides skyline identity
	• decorative treatment of parapet for building identity

IMPORTANT CONSIDERATIONS...

Building facades make up the "face" of a commercial street.

Both the upper and lower facades are important to the character of a commercial building.

Durable materials and refined detailing on commercial buildings help express the civic character and economic importance of downtown Roanoke.

Buildings that reflect their age and style are an important part of Roanoke's history.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Retaining Important Features

- ✓ Identify the architectural features and materials of a building's facade that are important to its character before undertaking any alterations. Important features include those that:
 - survive from the building's original construction
 - are distinctive or have architectural interest
 - are examples of quality craftsmanship
 - would make the building less attractive or unrecognizable if removed

✓ Consult old photographs, construction drawings, and descriptive building records and look at similar buildings in the district to identify your building's historic features.

✓ Retain important features and evaluate their condition to determine necessary repairs or appropriate rehabilitations.

✓ Employ the services of experienced professionals, as necessary, to evaluate the appropriateness of repairs, treatments, and alterations.

Removing Inappropriate Treatments

- ✗ Avoid alterations, such as cover-up materials, oversized signs, or extreme color schemes, that:
 - damage or obscure characteristic features of the facade
 - change or destroy the traditional relationship between the upper and lower portions of the facade
 - call undue attention to the facade
 - are out of character with neighboring buildings

DEFINITIONS

Bulkhead. The solid panel at the bottom of a storefront that supports a display window.

Consolidate. To make a deteriorated element solid through the application of a binding material, such as epoxy.

Cornice. Decorated trim-work placed along the top of a wall or over an opening.

Facade. The front or principal exterior face of a building.

Lintel. A horizontal beam over an opening which carries the weight of the structure above.

Parapet. The portion of an exterior wall that extends above the roofline.

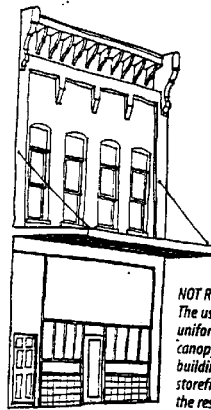
Pier. A vertical structural support, usually rectangular.

Rehabilitation. Making possible a compatible new use for a building through repair, alterations, or additions while preserving portions or features that are important to the building's historic or architectural character.

Storefront. The ground-floor portion of a commercial building that contains the entrance and large display windows.

Transom. A fixed or operable sash above a door or window.

Building Facades

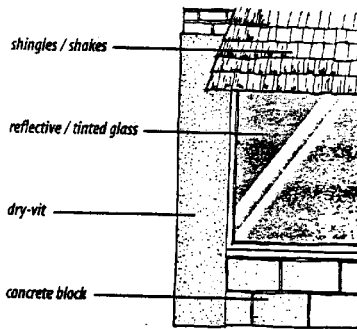


NOT RECOMMENDED
The use of cover-up materials, uniform paint color, and a canopy that extends across the building's full width make this storefront appear cut off from the rest of the building facade.

✓ Remove inappropriate facade treatments if removal will not damage building surfaces.

✗ Avoid the use of the following inappropriate materials:

- wood shingles or shakes
- wood, metal or vinyl clapboard
- plywood
- permastone or other simulated stone
- dry-vit or other simulated stucco
- reflective or heavily tinted "privacy" glass
- common concrete block, painted or unpainted

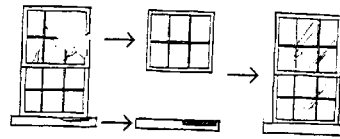


NOT RECOMMENDED
Materials not routinely found in early commercial buildings or that have a rough or unfinished appearance are inappropriate for downtown commercial buildings.

Repairing Damage

✓ Repair deteriorated materials and features by patching, reinforcing or consolidating instead of removing or replacing them.

✓ Replace important materials and features that cannot be repaired with new or reconditioned elements of the same design and material.

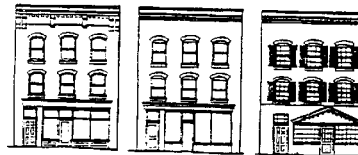


RECOMMENDED

Appropriate repairs to this window include replacing broken or missing parts of the upper sash and using epoxy filler to consolidate the deteriorated sill.

Rehabilitation and Other Alterations

- ✓ Rehabilitate rather than demolish a building with a damaged facade, by either
 - reconstructing the historic appearance if there is sufficient evidence to do so, or
 - designing a new facade that is compatible with existing features.
- ✓ Recognize a building as a product of its own time; do not try to give a building the false appearance of an earlier historical period.



✓ Reconstruct original

✓ Compatible new design

✗ False historic appearance

ALTERNATIVE TREATMENTS

When a building facade is severely damaged, appropriate alternatives include reconstructing its historic appearance, or designing a compatible new facade. Giving the facade a false historic appearance of an earlier period, however, is not appropriate.

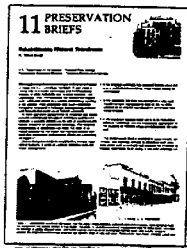
✓ Choose appropriate treatments or alterations that will not damage characteristic features or materials and are in keeping with the overall design or appearance of a building.

✓ Keep the design of a storefront subordinate to the overall facade. Don't allow ground-floor commercial space to overwhelm the facade as a whole.



NOT RECOMMENDED

Signs and color schemes that extend beyond the first floor overwhelm the facade as a whole.



TECHNICAL RESOURCES

The National Park Service Preservation Briefs are an excellent source of information on appropriate preservation techniques. Write to: Technical Preservation Services Branch, Preservation Assistance Division, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

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Masonry

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT * CITY OF ROANOKE



Distinctive masonry features are characteristic of the H-1 District.

Masonry is an ideal building material for downtown buildings because it is both fireproof and extremely durable. Almost every building in the H-1 Historic District has brick exterior walls. Many also incorporate distinctive granite, limestone, or terra cotta detailing.

IMPORTANT CONSIDERATIONS...

Masonry accounts for the largest portion of most commercial facades. Its condition and appearance greatly affect a building's character.

Commercial buildings often have distinctive masonry detailing.

Despite its durable appearance, masonry can be easily damaged by harsh cleaning.

GUIDELINES FOR PRESERVATION AND REHABILITATION

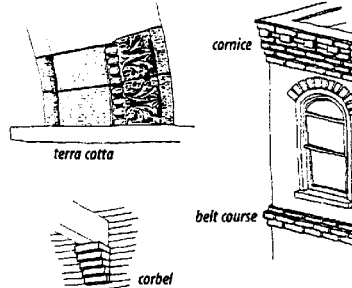
- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Retaining Important Features

- ✓ Retain the following features of masonry walls that are important to a building's character:
 - brick corbels, cornices, belt courses, and blind openings
 - decorative brick, terra cotta, or stone details
 - multi-colored brickwork
 - distinctive brick bonding patterns
 - painted wall signs

Removing Inappropriate Treatments

- ✓ Remove inappropriate siding or cover-up treatments from masonry walls if possible. Repair damage that resulted from its installation



Masonry details such as corbels, cornices, belt courses, and terra cotta decoration add character to many buildings in Roanoke.

as well as earlier damage that was hidden.

- Examples of cover-up treatments include:
- wood shingles or shakes
 - wood, metal, or vinyl siding
 - plywood
 - perma stone or other simulated stone
 - dryvit or other simulated stucco

✓ Be cautious about removing stucco or simulated stone veneers from masonry. Unless they have been applied to metal lathing or furring strips, removal may cause additional damage to underlying masonry.

✓ Maintain materials such as Carrara glass, enameled metal panels, and art deco details that may not be original to a building but may have acquired significance over time.

✓ Check with ARB regarding possible significance of treatments.

Masonry Cleaning and Paint Removal

- ✓ Correct conditions that cause deterioration, such as poor roof drainage or foundation settlement, before undertaking masonry cleaning or other repairs.



Repair damaged gutters that give rise to algae growth and washed-out mortar joints prior to cleaning and repointing masonry.

DEFINITIONS

Art Deco. A decorative style characterized by streamlined surfaces and zigzag forms.

Belt course. A horizontal line of brick or wood around a building.

Blind opening. A recess in an exterior wall, having the appearance of a window.

Bonding pattern. An overlapping arrangement of masonry or brickwork in a wall. Common bonding patterns are: American bond, common or running bond, English bond, and Flemish bond.

Carrara glass. An exterior building material used primarily on art deco facades.

Corbels. A series of projecting bricks or other masonry units, each unit stepping progressively farther forward with height.

Cornice. Decorated trim-work placed along the top of a wall.

Efflorescence. A deposit of soluble salts, usually white in color, on the face of masonry walls.

Furring strips. Wood strip fastened to joists or studs to which a finished surface is applied.

Metal lathing. Sheet metal that is slit and stretched to form a diamond-shaped mesh.

Masonry

Quoins. A hard stone or brick used to reinforce and decorate the corners of a building.

Repointing. Making possible a compatible new use for a building through repair, alterations, or additions while preserving portions or features that are important to the building's historic or architectural character.

Sandblasting. A potentially damaging procedure using a blast of air combined with particles of sand to clean hard surfaces.

Terra cotta. A hard, unglazed fired clay, used for ornamental work and roofing tiles.

Window hood. A projecting molding above a door or window.

✓ Clean masonry only when one of the following conditions exists:

- efflorescence
- smote or soot
- localized paint, grease, or asphalt
- bird droppings
- metallic oxide staining (rust, etc.)

✗ Avoid abrasive or reactive cleaning techniques, such as:

- sandblasting
- high-pressure water cleaning
- other chemical treatments not specifically formulated for a particular problem
- acid washes



Sandblasting removes the outer surface of brickwork, exposing the soft interior to water penetration and subsequent freeze-thaw damage.

✓ Use only gentle cleaning methods or products, particularly those that are water-based or especially formulated for removing a particular type of stain from masonry. Assess the impact by first cleaning only a small inconspicuous area of the building. Masonry cleaning should be done by qualified professionals with experience in the appropriate cleaning of historic buildings.

✓ Remove paint from masonry walls if it has peeled to the original masonry surface and the underlying surface is undamaged and has a uniform appearance. Use only removal methods or products specially formulated for masonry, undertaken by a skilled professional (see above).

✗ Do not remove paint that protects soft or damaged brickwork or that may conceal a different masonry infill.

Repairs and Repointing

✓ Reuse existing original brick whenever possible, particularly in prominent locations. In some instances, replacement materials can be obtained from a less conspicuous side or rear location, replacing the borrowed materials with compatible new materials.

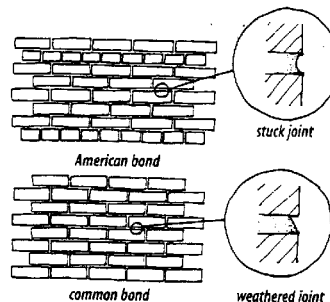
✓ Repair missing or severely damaged masonry with brickwork or stonework that conforms exactly to the original in:

- size and shape
- color and texture
- bonding pattern and mortar joint

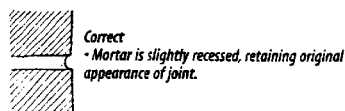
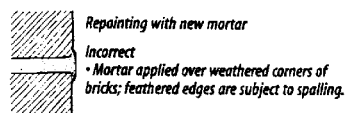
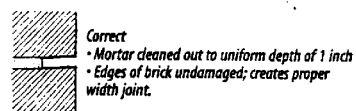
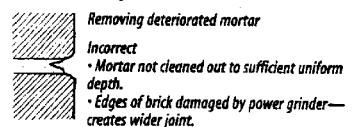
✓ Repoint mortar joints only in areas where there are loose bricks, cracked or deteriorated mortar joints, or chronic dampness. Use a soft

lime-based mortar that is low in portland cement content. Repointing should match the original masonry in:

- joint width and profile
- mortar color and texture
- composition and strength



Typical brick bonds and mortar joints are used on downtown commercial buildings.



Other Treatments

✓ Limit the repairs and cleaning of masonry to problem areas only.

✗ Do not infill windows, doors, and other masonry openings.

✗ Avoid painting unpainted masonry walls unless necessary to retard deterioration produced by sandblasting or other treatments.

✗ Avoid the use of waterproof or water-repellent coatings that may trap water within the wall.

The Architectural Design Guidelines for the H-1 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
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Municipal Building
215 Church Avenue, S.W.
981-2344.

FOR ADDITIONAL INFORMATION...

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Building Facades • Storefronts • Windows and Doors • Roofs, Parapets and Cornices • Painting • Utilities and Rear Facades • Exterior Lighting • Signs • New and Infill Construction

Storefronts

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT ★ CITY OF ROANOKE



Commercial storefronts in Roanoke retain many of their distinctive historic features, such as these prism glass transom windows.

The street-level storefront is the most noticeable portion of a commercial building's facade. Its purpose is to:

- allow goods to be displayed to the public
- provide daylight to the shop interior
- offer a welcoming entry for shoppers

These functions rely on large glass display windows, glass transoms, and doors to make the storefront transparent. Distinctive entry paving, bulkheads of contrasting materials, decorative storefront cornices, awnings, and other features often add architectural interest to a storefront.

IMPORTANT CONSIDERATIONS...

Transparency is essential to the character of a commercial storefront.

The traditional commercial storefront is the appropriate ground-floor expression for the vast majority of downtown Roanoke's commercial buildings.

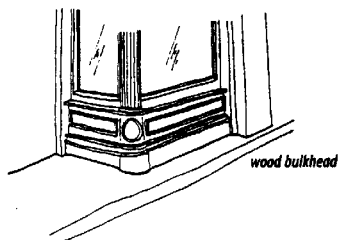
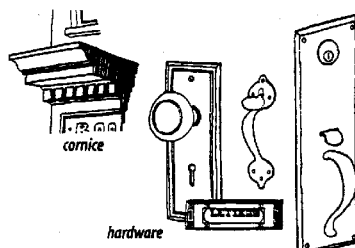
A successful storefront reflects the architectural character of the commercial building to which it belongs, as well as the individual character of the business it serves.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

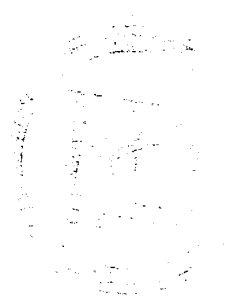
Retaining Important Features

- ✓ Identify and retain important features and materials, such as:
 - stone, carrara glass, or paneled wood bulkheads
 - distinctive display windows and/or freestanding display cases
 - transom windows, especially those with prism or leaded glass
 - decorative storefront cornices
 - columns or pilasters (flat columns attached to a wall)
 - recessed and/or upper-floor entries
 - decorative or distinctive entry paving
 - distinctive doors and/or hardware
 - decorative medallions, moldings, or other details

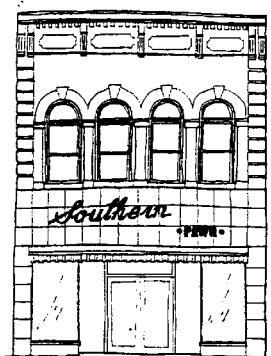


A wide variety of distinctive storefront features can be found in Roanoke's commercial district.

- ✓ Retain previous changes or alterations to a storefront that are sensitive to the design of the building's facade, have architectural merit, and are in good condition.



Storefronts



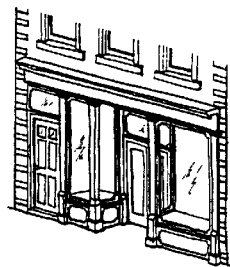
This well-maintained storefront is an important example of an earlier commercial rehabilitation using carrara glass. It has acquired significance over time.

Rehabilitation and Other Alterations

- ✓ Rehabilitate a storefront that has been damaged or unsympathetically altered by:
 - reconstructing its historic appearance using historic photographs or other physical evidence
 - designing and constructing a new storefront compatible in character to adjacent storefronts using traditional materials and proportions

RECOMMENDED

When a storefront is missing or damaged, or has been unsympathetically altered, it is appropriate either to ...



Reconstruct its historic appearance...

Or design a compatible new storefront.

**DEFINITIONS**

Bulkhead. The base of a storefront window or sidelight adjacent to a door.

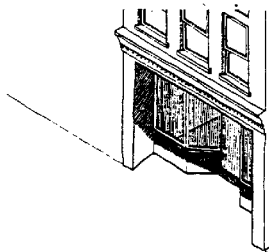
Carrara glass. An exterior building material used primarily on art deco facades.

Cornice. Decorated trim-work placed along the top of a wall.

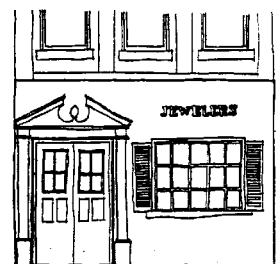
Transom. A window located above a door opening.

✗ Avoid unsympathetic alterations to a storefront, such as:

- recessing it more than one foot from the masonry piers
- giving it a false "historic" appearance
- using a design theme not in keeping with the building's or district's character

**NOT RECOMMENDED**

Storefronts that are recessed from the sidewalk disrupt the continuity of storefronts along the street.

**NOT RECOMMENDED**

New "Colonial" storefronts are inappropriate for the historic district. They create a false historic appearance.

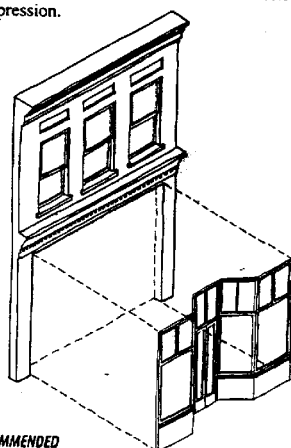
**NOT RECOMMENDED**

Commercial buildings should not be altered to look like another type of architecture or provide a theme for an individual business.

Appropriate Storefront Rehabilitation Materials		
Feature	Recommended Materials	Materials Not Recommended
Walls	• brick, stone	• wood shingles or shakes • wood, metal, or vinyl siding • plywood paneling • permastone • styrofoam • common concrete block
Bulkheads	• painted paneled wood • marble panels • carriage glass panels	• as above
Display windows	• clear glass	• reflective or tinted glass
Transoms	• clear glass • frosted glass • prism or stained glass	• reflective or tinted glass • any opaque material
Storefront doors	• full-height glass in wood frames, painted steel frames, or anodized aluminum frames • frameless tempered glass	• wood (solid or with small windows)
Entry paving	• terrazzo • quarry or other exterior ceramic tile • marble • concrete	• asphalt

✓ Keep storefronts transparent, using a single large sheet of glass for display windows rather than several small panes.

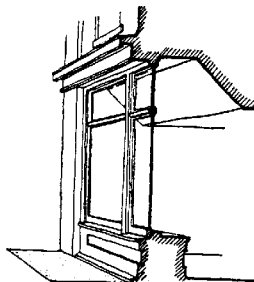
✓ Reconstruct display windows that may have been reduced in size. Avoid smaller or multi-paned display windows that may give a storefront a residential character or false historical impression.



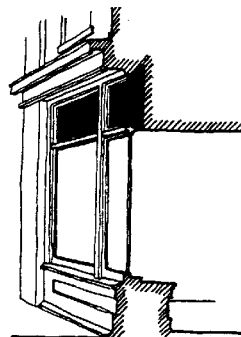
RECOMMENDED
The design of a traditional storefront relies on large areas of glass.

✓ Incorporate recessed entries and/or upper floor entries, whenever possible, into the design of new storefronts.

✓ Reestablish transom windows by raising or angling the portion of the ceiling adjacent to the storefront. If changing the ceiling profile is not possible, place a black panel immediately behind the interior face of the transom to make it look transparent from the outside.



By modifying lowered or dropped ceilings, original storefront transoms can be restored.



Black interior panels may help recreate a transom's traditional appearance.

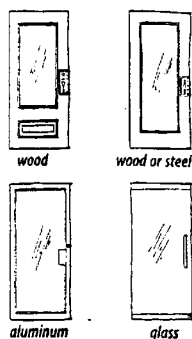
✓ Replace inappropriate bulkheads such as those that are:

- higher than two feet above the sidewalk
- constructed of glass block or other transparent materials (unless there is historic evidence for this appearance or if they are part of a later storefront design that is significant.)

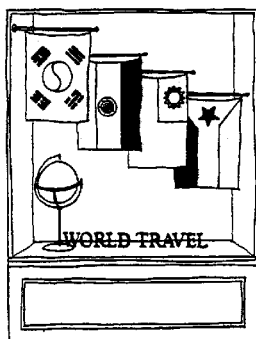
✓ Use or retain storefront doors that have large areas of glass or are set into a painted wood, stainless steel, or anodized aluminum frame. Avoid doors with multiple panes or raised panels that look residential or give a false historical impression.

Storefronts

Storefronts



- ✓ Retain or use paving of a different color, texture, material, or pattern to make recessed entries distinct from the adjacent sidewalk.
- ✓ Use display windows effectively to represent the commercial use of the ground floor. Even if the business does not require merchandise displays, find attractive and interesting ways to show the public the kind of services offered.



Attractive and interesting display windows can enhance a storefront's appearance.

- ✓ Stabilize deteriorating conditions when a damaged or missing feature cannot be repaired or replaced immediately.
- ✓ Explore the use of salvaged materials or similar substitute materials with the same overall appearance as the original when replacement materials cannot be readily obtained.
- ✓ Conceal equipment or other unattractive interior features by locating them beneath the display windows behind the solid bulkhead.
- ✓ Consider adding an awning to control sunlight instead of using reflective glass, applied films, interior shutters, or blinds.

Removing Inappropriate Treatments

- ✓ Remove plywood paneling or other exterior siding that:
 - conceals the masonry piers or other storefront features
 - reduces the size and proportion of the display windows
 - gives the ground floor an appearance dramatically different from that of the upper facade



Removing inappropriate storefront treatments can have a dramatic effect on a building's appearance.

- ✓ Remove damaged carrara glass paneling if it:
 - cannot be repaired
 - has several missing panels that cannot be replaced with matching panels

Such materials should be removed carefully and made available for repairing other damaged or missing features if they match materials used elsewhere in the district.

- ✓ Remove oversized signs that obscure characteristic parts of a storefront.
- ✓ Repair or replace damaged or missing features that have been revealed by the removal of inappropriate storefront treatments.

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Windows and Doors

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT • CITY OF ROANOKE



Upper-story windows are important in defining the architectural character of downtown Roanoke.

Windows and doors contribute to a building's character. The most common upper-story window is the double-hung sash. Some buildings feature transoms or fixed-sash windows above operable windows or doors that help give a building a unique character. Buildings that retain their original operable windows and doors, or use traditional replacements, maintain their character and contribute to a more lively streetscape.

IMPORTANT CONSIDERATIONS...

Windows and doors are important in expressing the character of a commercial building.

Well-maintained upper-floor windows reinforce the appearance of a healthy downtown business district.

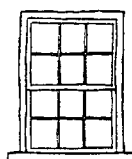
Storm windows, insulated glass, and other energy conservation efforts need not detract from a commercial building's appearance.

GUIDELINES FOR PRESERVATION AND REHABILITATION

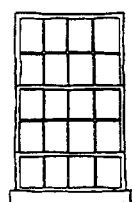
- Recommended actions or treatments are indicated by ✓.
- Actions or treatments not recommended and other warnings are indicated by ✗.

Retaining Important Features

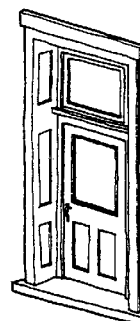
- ✓ Retain existing windows and doors that contribute to a building's character. These may include:
 - wood single- or double-hung sash windows, with or without multiple panes
 - steel casement windows
 - industrial-type steel awning windows
 - full-light commercial doors
 - frameless tempered glass doors
 - raised panel wood doors with large panes
 - heavy timber doors (warehouses and service areas)



double-hung window



awning window



upper-floor entry with transom window and paneled jambs

A variety of window and door styles and materials characterize commercial buildings in downtown Roanoke.

- ✓ Retain special or decorative windows and doors, as well as the features associated with them, such as:
 - round, oval, semicircular, or unusually shaped windows
 - round-headed or arched window sashes
 - windows and doors with decorative muntin patterns
 - transoms, fanlights, and sidelights
 - arches, distinctive sills and lintels, and hood moldings
 - paneled or decorative jambs
- ✓ Retain doors, doorways, and associated features, such as sidelights or pediments, that help identify the major entrances of warehouses or other buildings that do not have commercial storefronts.

DEFINITIONS

Consolidate. To apply a chemical to deteriorating masonry in an effort to strengthen it.

Fanlight. A semi-circular window over the opening of a door, with radiating muntins in the form of a fan.

Jamb. The vertical framing at either side of a door or window.

Lintel. A horizontal beam over an opening that carries the weight of the structure above.

Muntins. Framing members that hold panes of glass within a window.

Pane. A flat sheet of glass used for glazing a window.

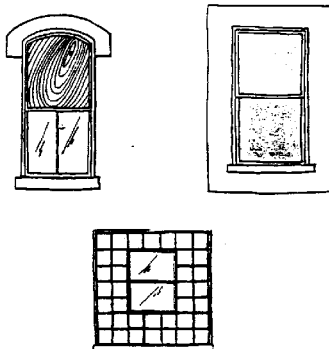
Pediment. A decorative molding, typically triangular shaped, used over doors and windows.

Sidelight. A framed area of glass alongside a door or window opening.

Transom. A window located above a door opening.

Removing Inappropriate Treatments

- ✓ Remove the following inappropriate window or door treatments:
 - sheet metal or plywood covering openings
 - masonry or other materials used to fill in openings
 - security bars, grates, or grilles that obscure the appearance of windows or doors
 - exterior storm or storm/screen combination windows or doors that obscure or alter the character of windows and doors
 - inoperable shutters that are attached directly to the exterior wall
 - paint applied to the interior or exterior surface of glass



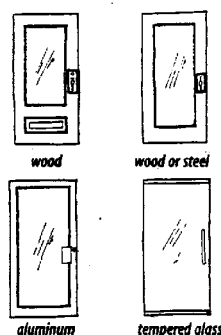
Missing window sash, inappropriate infill, and windows that have been painted over are among the treatments that destroy the character of windows.

Repairing Damage

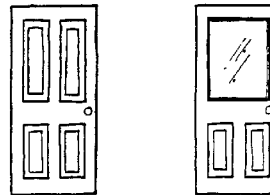
- ✓ When a damaged or missing window or door cannot be repaired or replaced immediately, stabilize the situation to prevent further deterioration.
- ✓ Repair deteriorated materials and components of windows or doors and their associated features by patching, splicing, or consolidating rather than removing or replacing them.
- ✓ Retain rather than replace historic or distinctive glass that is not severely cracked and cannot be replaced in kind.
- ✓ Maintain windows and doors by:
 - replacing ordinary broken or missing panes
 - keeping joints sealed with appropriate caulking
 - keeping painted surfaces well painted
 - using concealed weatherstripping at all operable openings
 - making sure that all surfaces shed water

Rehabilitation and Other Alterations

- ✓ Repair rather than replace window sashes, doors, and frames by:
 - repairing any damage or deterioration
 - fabricating necessary replacement parts identical to the original
 - regluing and reinforcing weak joints
 - replacing broken panes (see above)
 - applying an appropriate sealant to the joint between the frame and its masonry opening
 - repainting
- ✓ Use glass storefront doors, set in a wood, steel, or aluminum frame, to reinforce a storefront's transparency. Doors for upper-floor entrances should be similar in materials and design to those used for ground-floor spaces, but may have a smaller glass area to appear less important than the main commercial entrance.



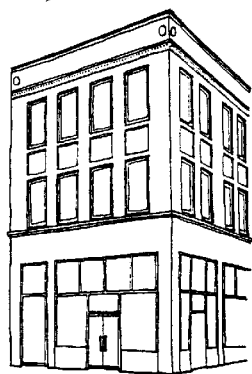
Appropriate storefront entry doors rely on large areas of glass.



Upper-floor entry doors generally have little or no glass.

- ✓ Use windows or doors that fit the original masonry openings. If a standard-sized window or door is too small for an existing opening, obtain a custom-sized unit from one of the many window or door manufacturers with specialty fabrications.
- ✗ Avoid changing the number or pattern of window and door openings. If a change of use requires additional or fewer windows or doors, such alterations should occur on the rear or less significant sides of a building.

- ✗ Avoid using the following types of glass:
 - a single, fixed pane of glass
 - reflective or heavily tinted "privacy" glass
 - patterned or translucent glass



Using large single panes of glass for upper-floor windows gives a building a blank, vacant appearance.

- ✗ Avoid the use of combination storm/screen windows, particularly those with an unanodized, aluminum-colored finish. (See *Energy Conservation* below.)

Rehabilitation Alternatives

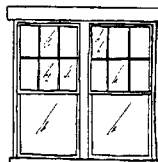
- ✓ Use a compatible window type when it is necessary to replace a missing or badly deteriorated upper-story window.
- ✓ When a window or door cannot be repaired, explore whether a suitable replacement window or door of the same design can be moved from a less prominent location on the building. Replace the relocated window with a new, custom-sized unit.

Energy Conservation

- ✓ Install interior storm windows to reduce heat loss. Use weatherstripping to prevent drafts. Use only storm windows that are the same size and shape as the overall existing window.
- ✓ Make window screens the same size and shape as the overall existing window, and paint the frame the same color as the window sashes. An alternative to full screens is a single, easily removable screen panel that fits in the open portion of the window when the lower sash is raised.
- ✓ Use interior blinds or shades at upper-level windows rather than exterior awnings, which are more expensive, harder to maintain, and may be inappropriate to the character of the building's facade.

- ✗ Avoid the use of window-unit air conditioners, especially on the primary facade. Use free-standing interior air-conditioning units as an alternative if central air conditioning is not possible. Locate window-unit air conditioners, when necessary, in openings on the rear or less prominent sides of a building.

- ✗ Avoid inappropriate window alterations, such as a smaller-sized window, or removing an upper sash from a window. Investigate the use of insulated glass or appropriate storm windows when concerned with energy conservation.



RECOMMENDED



NOT RECOMMENDED

Do not replace original windows with smaller ones in an effort to conserve energy.

Windows and Doors

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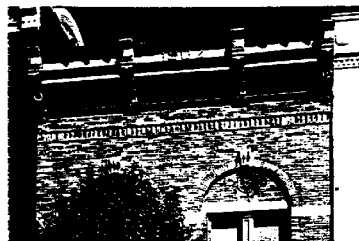
FOR ADDITIONAL INFORMATION...

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*Building Facades • Masonry •
Storefronts • Painting •
Utilities and Rear Facades •
Awnings and Canopies • Signs •
New and Infill Construction •*

Roofs, Parapets, and Cornices

ARCHITECTURAL DESIGN GUIDELINES FOR THE N-1 DISTRICT ★ CITY OF ROANOKE



This elaborate cornice includes corbelled brickwork and pressed tin decoration, and features the building's date of construction.



The pitched roofs of these warehouses are concealed by their attractive, stepped parapets.

The roof generally is not a dominant feature of traditional commercial buildings unless the building is freestanding. Most often, the roof form—either gabled or a shallow-pitched shed—is concealed behind a parapet, an extension of the masonry wall above the roofline. Parapets of commercial buildings frequently have a cornice at the top of the front facade. The cornice gives character to the skyline and sometimes includes the building's name or date of construction.

IMPORTANT CONSIDERATIONS...

A cornice is usually an important visual feature of a new or historic commercial facade.

Parapets help conceal mechanical equipment or other rooftop construction from pedestrian view.

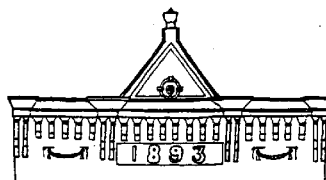
Well-maintained roof and gutter systems help prevent the deterioration of other parts of a building.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Retaining Important Features

- ✓ Retain the form, materials and features of original or significant later roofs—particularly those visible from public rights-of-way and important to a building's character.
- ✓ Retain existing parapets and cornices, as well as features associated with them, such as:
 - copings and capstones
 - brick corbels, decorative tile, and terra-cotta
 - wood, pressed tin, and other applied cornices
 - dates, building names, and other original identifying features



The variety of parapet and cornice treatments in downtown Roanoke characterizes commercial buildings of different periods and uses.

Removing Inappropriate Treatments

- ✓ Remove inappropriate treatments, such as sheet metal, plywood, or other materials obscuring or covering decorative cornices.



Covering or removing a building's cornice, often because of maintenance concerns, inevitably results in a loss of character.

DEFINITIONS

Capstone. Any single stone in a coping.

Coping. The protective cap or top of a wall, often of concrete or stone.

Corbels. A series of projecting bricks or other masonry units, each unit stepping progressively farther forward with height.

Cornice. Decorated trim-work placed along the top of a wall.

Parapet. A wall that extends above the roofline.

Terra cotta. Hard, unglazed fired clay, used for ornamental work and roofing tiles.

Roofs, Parapets and Cornices

- ✓ Remove mechanical equipment and other rooftop construction that are no longer functional, in poor condition, and visible from the street. Rooftop signs, unless they are historic, also should be removed.

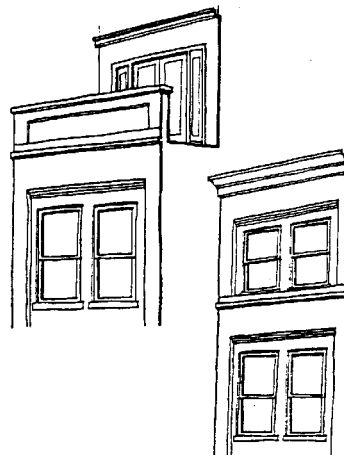
Repairing Damage

- ✓ Stabilize conditions when repairs to a roof, parapet, or cornice cannot be undertaken immediately.
- ✓ Repair cornices, brackets, or other features revealed after removing inappropriate cover-up materials.
- ✓ Repair deteriorated flashing, parapet copings, and roofing materials that may permit water penetration and damage cornices, parapets, or structural members.
- ✓ Ensure that roof drains, gutters, and downspouts are free of debris and conduct water away from the roof without damaging features such as parapets, cornices, masonry walls, and foundations.
- ✓ Explore replacement features made from a substitute material when a missing feature cannot be replaced in kind.

Rehabilitation and Other Alterations

- ✓ Keep the form, slope, and features of a roof that is visible from the street.
- ✓ Consider the addition of skylights when making roof alterations as a way of increasing the usefulness of upper-floor spaces, so long as the skylights are not visible from the street.
- ✗ Avoid locating rooftop mechanical equipment at the roof's perimeter, making it visible from the street.

- ✓ Undertake construction of additional stories or rooftop additions only if the new construction is:
 - in keeping with the character of a building's facade, or
 - set back from the face of the building so that it will not be visible from the street



Additional stories should be designed in keeping with a building's existing character (right), or, if of a different design, set back from the facade to reduce their visual impact (left).

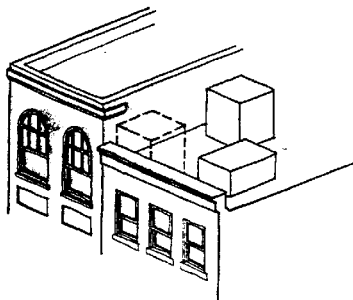
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Building Facades • Masonry • Painting • Utilities and Rear Facades • Exterior Lighting • Signs • New and Infill Construction



Rooftop mechanical equipment should never be visible from ground level; make sure it either has a low profile or is set sufficiently back from adjacent parapet walls.

Painting

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT * CITY OF ROANOKE



The warm color and natural vibration of this building's unpainted masonry is complemented by woodwork and other features that are painted in a neutral, stonelike color.

The color of a building comes from its construction materials: for example, red, brown, or ochre brickwork; grey or tan for stucco and stone. Sometimes, however, masonry walls were painted to provide added protection to soft brickwork or to conceal defects. Painting window sashes, doors, bulkheads, cornices, decorative elements, and other wood or metal items protects them from weathering and deterioration.

IMPORTANT CONSIDERATIONS...

When choosing colors for painted features, it is important to relate them to an overall color scheme that is appropriate to your building and its neighbors.

Generally, the more elaborate a building's detailing, the more important the role that color plays.

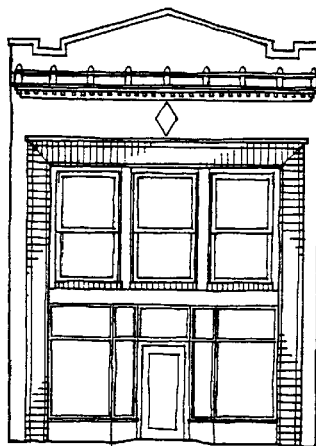
Using appropriate paint removal and surface preparation techniques is just as important when protecting a building's exterior materials as the repainting effort itself.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Retaining Important Features

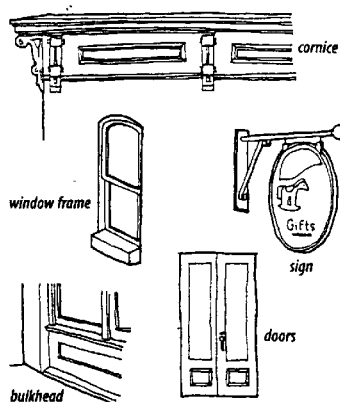
✗ Avoid painting masonry buildings that have never been painted, particularly if they have decorative or multi-colored brickwork. Unpainted masonry requires less maintenance, and may be kept in good condition with minimal care for hundreds of years.



Painting unpainted masonry obscures decorative detailing and eliminates the natural color variation in brickwork that lends vitality to a building.

- ✓ Keep painted all materials that rely on paint for protection or a traditional appearance, such as:
 - wood (windows, doors, bulkheads, decorative trim, signs)
 - pressed tin (cornices, details, signs)
 - steel (columns, windows, doors, lintels, signs)
 - cast iron (storefronts or features)
 - concrete, concrete block, and other common building materials
 - terra-metal roofs
- ✗ Don't paint ornamental metals such as brass, bronze, copper, aluminum, or stainless steel.

Painting



Many materials and decorative features of a commercial building rely on paint for their protection and traditional appearance.

✓ Retain painted wall signs that are significant features of downtown commercial buildings. Carefully remove loose and flaking paint by hand-scraping, then repaint with the appropriate paint type. Check with the city regarding any sign regulations, particularly if the sign is newly uncovered.



Painted wall signs are an important part of downtown Roanoke's character.

DEFINITIONS

Bulkhead. The base of a storefront window or sidelight adjacent to a door.

Chalking. A powdery surface condition resulting from the deterioration of paint.

Cornice. Decorated trim-work placed along the top of a wall.

Lintel. A horizontal beam over an opening that carries the weight of the structure above.

Sandblasting. A potentially damaging procedure using a blast of air combined with particles of sand to clean hard surfaces.

Sash. The framework of a window that holds the panes of glass and slides vertically or pivots.

Terne-metal. A metal alloy of lead and tin, used as a roofing material.

✓ Identify the areas with the most serious paint problems when appropriate repainting cannot be done immediately. Correct any problems causing the paint deterioration, such as water penetration, scrape the affected areas, and repaint.

Paint removal from woodwork

✗ Avoid removing paint from historic woodwork unless it is peeling. Most other conditions such as mildew, staining, or excessive chalking only require a thorough surface cleaning before repainting.

✓ Use hand-scraping to remove peeling paint from historic woodwork or sand the paint to the next sound layer; then repaint with a high-quality exterior oil paint.

✗ Avoid the following techniques when removing paint from woodwork:

- chemical strippers, which may leave a residue or raise the grain of woodwork;
- propane torches, which may easily char the wood or vaporize the lead contained in older paints
- sandblasting or other abrasive techniques, which will destroy the profile of wood moldings and permanently erode wood surfaces

Paint Removal From Masonry

✗ Avoid removing original paint from masonry. Many historic masonry buildings were painted to protect the soft brick used during the mid-19th century or were painted at a later date to hide incompatible alterations or repairs.

✓ Remove paint from masonry only when it is evident that:

- paint is not original to the building (look at old photographs)
- removing the paint will not reveal defects or alterations
- the process of removal will not damage the masonry

✓ Use the gentlest means possible to remove paint from masonry, such as chemical paint strippers developed specifically for use on masonry.

✗ Do not use abrasive techniques, such as sandblasting, that will permanently erode the surface of the masonry and make it subject to water damage.

Paint Removal From Metal

✓ Use hand-scraping and wire-brushing to remove loose, flaking paint, and rust from metal.

✓ Use abrasive techniques carefully, such as low-pressure, dry-grit blasting on cast-iron elements to remove extensive paint buildup and corrosion; be careful to avoid damaging adjacent materials.

✓ Use chemical strippers developed specifically for softer metals, such as tin and copper, to remove extensive paint buildup and corrosion. Avoid the use of grit-blasting, which may damage the finish of these metals.

Developing Appropriate Color Schemes

✓ Choose a color that is similar to that of the existing building materials when it is necessary to paint an exterior wall.

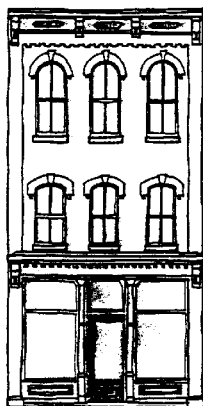
- ✓ Express the individual character of a building by selecting a wall color that is compatible with those of adjacent buildings; the colors need not match exactly to be harmonious.



Choosing color schemes that are distinct but compatible with those of other buildings—such as these with a lighter body color and somewhat darker trim and accent colors—is the best way of promoting architectural harmony.

- ✓ Choose a limited number of colors that relate well to each other when painting a building. In most instances, two accent colors in addition to the main wall color are sufficient to highlight any facade. The major accent color should be compatible with the wall color and tie the upper and lower facades together. The minor accent should enhance small details. Recommended applications of the three colors are as follows:

- main color on exterior walls
- major accent color on majority of trim—cornices, bulkheads, window frames, and sashes
- minor accent color on smaller decorative details—doors, storefront frame



Most color schemes for commercial buildings can be planned with three colors.

- ✓ Keep the appearance of a building with multiple storefronts unified through consistent treatment of the upper and lower facades. Windows, cornices, and wall surfaces should each be painted the same color throughout. Each storefront should relate to the overall building by using the same major accent color, but may express an individual identity by using a compatible minor accent color and appropriate signs or awnings.

- ✓ Investigate appropriate color schemes by consulting historic paint catalogs and historic photographs of the building or by scraping paint layers from the building itself.

- ✓ Consider the rear and side facades when planning a building's color scheme. Applying the same color scheme to the rear facade is a practical way of reinforcing the identity of a commercial establishment.

- ✗ Avoid using too much color on the facade. Too many colors on details make the facade appear busy.



Adopting a distinct color scheme for the storefront and upper floor (left) destroys this building's overall architectural unity. Expressing a business's identity by selecting a different minor accent color, as on the remaining storefronts, is far more successful.

Painting

The Architectural Design Guidelines for the H-1 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
City Department of
Community Planning and
Development, Room 162,
Municipal Building
215 Church Avenue, S.W.
981-2344.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

Building Facades • Masonry • Storefronts • Windows and Doors • Roofs, Parapets and Cornices • Utilities and Rear Facades • Awnings and Canopies • Signs

Utilities and Rear Facades

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT * CITY OF ROANOKE



Rear facades provide opportunities for additional entries to downtown businesses and for beautification and enhancement.

Utilities can have a significant impact on a building's appearance, particularly when located on the front facade. Even when placed on the side or rear of a building, utilities may contribute to a cluttered appearance and interfere with efficient use of these areas.

The visibility and accessibility of the rear facade from adjacent off-street parking areas makes improving the appearance of these areas desirable. Rear facades may provide increased opportunities for additional access to both ground-floor and upper-story activities.

IMPORTANT CONSIDERATIONS...

The architectural character of a commercial facade can be destroyed by the numerous or obtrusive placement of utilities.

Improving the appearance of rear facades of commercial buildings—especially those visible from adjacent parking areas or open spaces—can increase opportunities for business identity and patron access.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments not recommended and other warnings are indicated by ✗.

Retaining Important Features

✓ Identify and retain original or significant later materials and features of a building's rear facade. Although changes to the rear of a building are generally more acceptable than those to a front facade, it is particularly important to retain features that are of the same design as original features present on the principal facade.

- ✓ Assess the present use of the rear facade of a building and determine appropriate rehabilitation treatments. Recognize that a building with a pedestrian-scaled rear entrance will have different considerations than a building with a raised loading dock and large overhead doors.

Removing Inappropriate Treatments

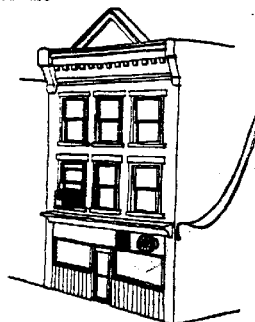
- ✓ Evaluate the appearance and location of existing utilities at the front, side, and rear of a building, including:

- electric lines, panels, and meters
- telephone lines and panels
- gas and water meters
- cable television lines
- fire alarms, sprinklers, and security systems
- window air-conditioning units
- fuel tanks and mechanical equipment
- trash containers and recycling bins
- loading/delivery areas
- private parking

- ✓ Relocate conspicuous utilities whenever possible to less visible locations. Plan utility placements and connections so that they do not interfere with public access to rear entrances.

- ✓ Remove materials that detract from the appearance of a rear facade whenever possible, such as:

- metal panels, plywood siding, or other cover-up treatments
- masonry, metal, or plywood window infill
- window grates, window-mounted fans, or mechanical equipment
- outdated signs, lighting, utilities, wires, and hardware

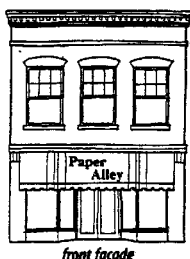


Relocating exhaust fans and power lines to a less conspicuous location at the side or rear of a building will improve the appearance of the front facade.

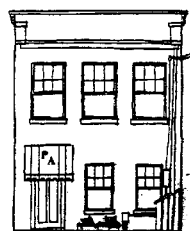
DEFINITIONS

Rehabilitation. Making possible a compatible new use for a building through repair, alterations, or additions while preserving portions or features that are important to the building's historic or architectural character.

Utilities and Rear Facades



front facade



rear facade

The design, materials, features, and color scheme of a rear facade—particularly one that provides public access—should relate to the front facade.

The Architectural Design Guidelines for the H-1 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

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Painting • Exterior Lighting •
Signs • Offstreet Parking •
New and Infill Construction

✗ Avoid allowing water dripping from air-conditioning units to fall on pedestrians or cause deterioration to building materials.



NOT RECOMMENDED
Inappropriate window treatments, outdated utilities, and trash add to the cluttered appearance of a rear facade.



RECOMMENDED
Removing inappropriate window treatments, outdated utilities, and providing a trash area can improve the appearance of a rear facade.

Repairing Damage

✓ Make sure that gutters, downspouts, and drains work properly and that the ground slopes away from the rear of the building to avoid water damage and building deterioration.

✓ Improve safety and maintenance at the rear of buildings by providing:

- an area for trash containers
- paving—particularly to rear entrances—or gravel to improve or control surface drainage
- sufficient pedestrian-scaled lighting

Rehabilitation and Other Alterations

✓ Consider whether rear entrances are feasible. Reduce potential conflicts with deliveries or service access.

✓ Install relocated and new utilities at the rear of buildings, taking care to:

- avoid damaging, obscuring, or removing important materials and features
- reduce conflicts of access at rear entrances
- install the utilities in a neat manner and an inconspicuous location

✓ Enclose and screen trash collection areas rather than leaving trash cans or dumpsters in full view.

✓ Consolidate the location of utility meters and servicing requirements for several adjacent buildings and provide a centralized trash pick-up site.

✓ Explore ways to reduce the visual impact of utilities by screening them or painting them the same color as the walls of the building when they cannot be eliminated or relocated.

✓ Make public access to the rear of a building identifiable, inviting, and safe by providing:

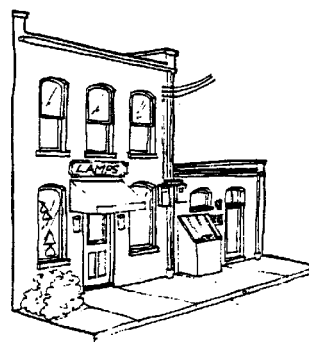
- separate pedestrian and delivery/service access
- adequate walkways, paving, and lighting
- clearly identifiable entrance door and signage

✓ Relate the design of the rear facade to the design of the principal facade. The relationship may be reinforced by the similar treatment of:

- color
- entrance door and hardware
- sign shape and lettering style
- (smaller) display windows
- awnings
- lighting

✓ Consider that a rear entrance may be different in design from the storefront if the rear of the building serves a different tenant, such as an upstairs office, but make both the rear entrance and the main storefront relate to the overall character of the building.

✓ Consider using plant materials at the rear of buildings to improve their appearance and make entrances more inviting. Avoid, however, planting schemes that will require considerable maintenance.



Rehabilitated rear facades make safe and attractive secondary entrances to ground-floor commercial spaces.

Awnings and Canopies

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT ★ CITY OF ROANOKE



An attractive awning that complements a facade's design and color scheme can reinforce a building's character.

Many downtown commercial buildings in Roanoke traditionally had canvas storefront awnings to shelter shoppers from the rain or hot sun, and as an attractive way to identify the ground-floor business. Each morning, awnings signaled that the business day had begun. Other civic or prominently located buildings had canopies—flat, roof-like structures that also provided protection from the weather—integrated into the building's architecture. Today, awnings made of durable synthetic fabrics provide an economical way to enhance the character of a commercial facade, while canopies provide a more permanent sheltering structure for buildings of special significance.

IMPORTANT CONSIDERATIONS...

Over-reliance on canopies and awnings may disrupt the important visual relationship between the upper and lower facades of a building.

Architectural detailing may suggest motifs for awnings or canopies that relate to the building's overall and character.

GUIDELINES FOR COMPATIBLE DESIGN

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Appropriate Use

- ✓ Use awnings only in the following situations:
 - to provide weather protection for pedestrians
 - to provide sun protection for display window merchandise
 - to enhance an unattractive or uninteresting storefront
 - to provide business identification
- ✓ Use individual awnings on upper-story windows only in the following situations:
 - to provide sun protection for upper-story spaces
 - to enhance an unattractive or uninteresting upper facade
 - when awnings are used on a ground-floor storefront

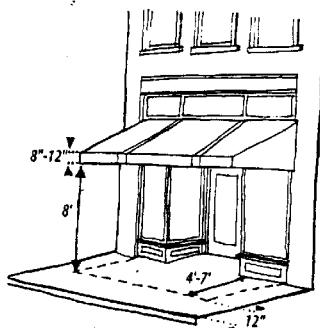
- ✓ Reserve the use of canopies for buildings of civic importance or for prominent locations, and limit their use to the ground floor.

- ✗ Avoid the use of both awnings and canopies on the same building.

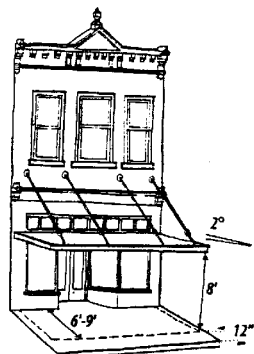
Location, Size and Proportion

- ✗ Avoid obscuring or destroying decorative details of the facade, such as:
 - ornamental ironwork
 - decorative brick or tilework
 - transoms
 - storefront cornices
 - storefront piers
 - brick arches or pressed metal window hoods.
- ✓ Proportion an awning so that it has:
 - an 8-foot clearance to the sidewalk
 - a 4- to 7-foot projection over the sidewalk
 - a 15° to 45° slope
 - a valance width of 8 to 12 inches.
- ✓ Proportion a canopy so that it has:
 - an 8-foot clearance to the sidewalk;
 - a projection of 6 to 9 feet over the sidewalk
 - a slope of the top surface of no more than 2°.

Awnings and Canopies

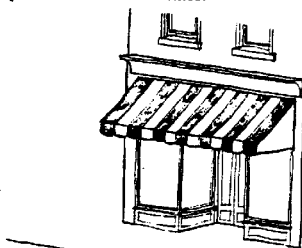


A properly proportioned awning should be located, whenever possible, below the storefront transom.



Canopies generally have somewhat larger proportions than awnings.

- ✓ Locate awnings or canopies on the transom bar—above the display windows but beneath the transom windows—whenever possible. When such location would prevent adequate clearance above the sidewalk, the awning or canopy may be located above the transom windows or immediately below the storefront lintel, sign panel, or storefront cornice.



Locating an awning below the storefront cornice but above the transom may be necessary for buildings with smaller-scale storefronts.

- ✗ Avoid using posts or columns that interfere with pedestrians to support an awning or canopy.

- ✗ Do not permit water to drain off a canopy without a downspout. Runoff should be drained by downspouts located adjacent to the piers of the building.

- ✓ Make the width of an awning or canopy somewhat greater than that of a storefront, overlapping slightly but not extending across the outermost structural piers. It may extend across one or more intermediate piers to unify several storefront openings for a single tenant, but only if it does not obscure significant features or details of the facade.

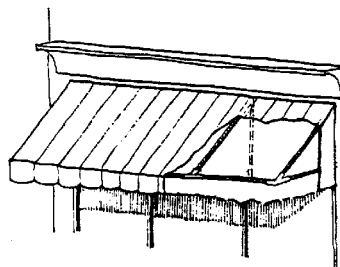


Keep awnings—even continuous awnings—from covering the outermost piers of a building facade to avoid giving a building a fragmented appearance.

- ✓ Proportion upper-floor awnings so that:
 - their slope is somewhat steeper than that of the storefront awning
 - they extend between one-third and one-half of the way down the window
 - their projection is not more than 3 feet

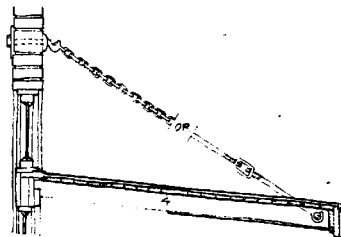
Materials, Design and Details

- ✓ Choose appropriate awning fabrics such as cotton duck, polyester, or acrylic. Awnings made of aluminum or vinyl are not appropriate.
- ✓ Secure an awning firmly without causing damage to the structure or materials of the facade.



Most awnings are of a structural steel design, using steel structural members of at least 1" in diameter for stability.

- ✓ Construct canopies of substantial materials, such as wood or metal, anchored to the facade with chains or tie-rods with turnbuckles, and covered with an impervious material such as sheet metal. They may be open underneath or, preferably, have a finished soffit.



Canopies require substantial construction that should be integrated into the architectural design of a building's facade.

- ✓ Keep awnings fairly restrained in design and pattern for buildings with highly detailed facades—preferably by using a solid fabric. Striped fabrics and other patterns are better suited to plainer buildings.



While patterned awnings may enhance a plain facade, solid color awnings are better suited for buildings with elaborate detailing.

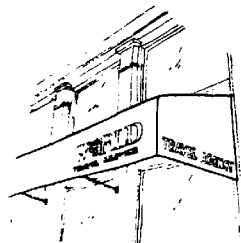
- ✓ Use appropriately scaled patterns for awnings. Consider larger-scale patterns for long expanses, and narrower or more repetitious designs for smaller areas.
- ✓ Choose an awning shape that is appropriate for a particular storefront. The familiar, straight-sloped awning is generally best for most storefronts. Awnings with rounded tops or curved profiles should not be used unless justified by the shape of the storefront or its window or door openings.
- ✓ Select awning colors that reinforce the overall color scheme of the building.
- ✓ Make individual awnings for upper-story windows compatible with the design and materials of the storefront awning, and in most cases use the same color and pattern.

- ✓ Use the same style and proportions when choosing awnings for different storefronts or upper-story windows within the same building. Different colors or patterns may be used for adjacent storefronts and upper-floor spaces, but they should be compatible with each other.



Different but compatible awning colors and patterns may be used for companion storefronts and upper-floor windows within a single building, as long as the awnings are of the same style and proportion.

- ✓ Consider awning details, such as the style of the valance (scalloped, notched, straight), as a way of making the awning compatible with the character of a particular building facade.
- ✓ Make the materials, colors, and details of a canopy and its exposed structural elements compatible with the overall design and color scheme of the building. The canopy's soffit should be painted white or a suitable light color.
- ✓ Consider using the valance of an awning as a sign panel, provided it is not over 12" in height and that the range of lettering styles used is the same as that for other signs on the storefront. Such lettering may be either silkscreened or sewn onto the valance.



The valance of an awning can provide an excellent opportunity for attractive signage.

Awnings and Canopies

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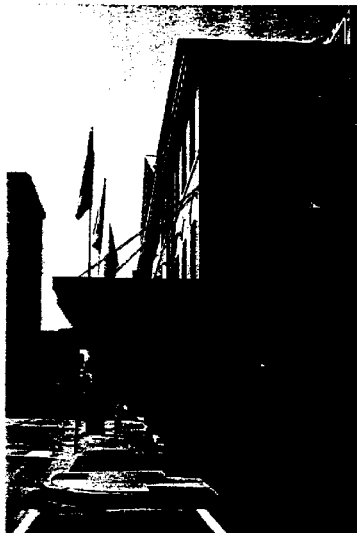
FOR ADDITIONAL INFORMATION...

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Building Facades • Storefronts •
Windows and Doors • Utilities
and Rear Facades • Painting •
Hardware and Accessories •
Exterior Lighting • Signs

Hardware & Accessories

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-T DISTRICT ★ CITY OF ROANOKE



Attractive hardware, such as light fixtures, canopy chains, and flags, reinforce this building's character.

Functional elements, such as hardware, light fixtures, and street numbers, often help reinforce a particular architectural style, while other more decorative elements, such as banners, flags, and historical markers, can add interest to a building's facade and vitality to a commercial streetscape.

IMPORTANT CONSIDERATIONS...

Traditional commercial hardware and building accessories are important in reinforcing the building's character or expressing its history.

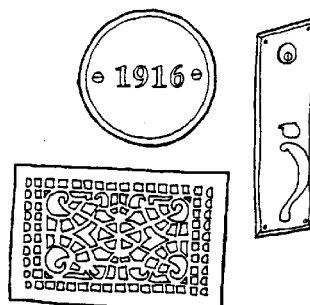
A building's architectural detailing may suggest design motifs for banners or other accessories that can add vitality to a commercial facade.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Retaining Important Features

- ✓ Identify and retain all hardware and decorative elements that are historic or demonstrate quality craftsmanship, such as:
 - door handles, locks, and pushplates
 - decorative metal grilles, vent covers, or escutcheons
 - distinctive painted or applied street numbers
 - historic or symbolic features of a trade or service (pawnbroker's globes, barber's pole)
 - historical markers



A variety of historic decorative features characterize Roanoke's commercial buildings.

Repairing Damage

- ✓ Repair broken hardware whenever possible. When replacement is necessary, look for items of a similar style, size, and material at an antique dealer or salvage yard, or choose a new item that is similar to the original item in material, size, and style.
- ✓ Keep metal features polished or painted, as appropriate, including steel railings, fire escapes, and ladders.

GUIDELINES FOR COMPATIBLE DESIGN

- ✓ Remove or relocate fire escapes and ladders to the least conspicuous side or the rear of a building when possible. Explore opportunities to replace fire escapes with interior fire stairs.
- ✓ Choose exterior light fixtures that reflect the architectural character of a building's facade. Historical designs may be appropriate if there is documentary evidence of their presence, but avoid using fixtures that give a false historical impression or that are associated with a special theme. (See *Exterior Lighting*)

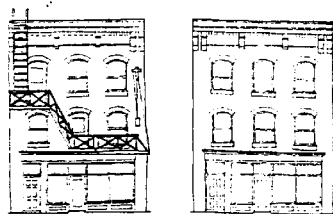
DEFINITIONS

Escutcheon. A protective plate surrounding a keyhole, light switch, door knob, etc.

Pier. A vertical structural support, usually rectangular in shape.

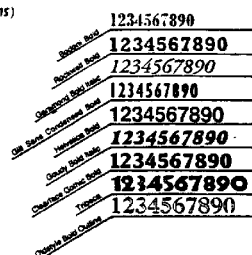
Transom. A window located above a door opening.

Hardware and Accessories



Relocation of a fire escape and replacement of altered windows can enhance a building's appearance.

✓ Use painted or applied numerals rather than words to display a building's street address. Street numbers should appear in a visible and traditional location, such as the transom above the storefront door or on the door itself. (See Signs)

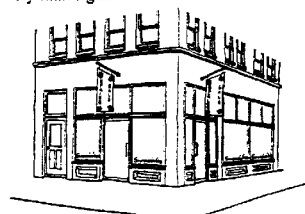


Painted street numbers should be in a typeface that is easy to read and expresses the character of the particular business. Traditional gold leaf and black paint often enhance appearance and legibility.

✓ Use banners for special events or as part of a coordinated promotional effort with other downtown merchants to add vitality to the commercial district.

✓ Use individual banners to help express the character of a particular business. Display such banners only so long as they appear neat and clean. A permit from the city is required.

✓ Choose or design a banner that complements the building's appearance and business character. Because they are changeable, banners can adopt seasonal designs or color schemes more effectively than signs.



Banners can add seasonal variety and color to an otherwise established storefront.

✓ Locate banners above the storefront opening or on a masonry pier, but do not obscure or destroy important features of the facade. Make sure any mounting hardware will not damage the facade. A banner may be attached to a single horizontal pole at the top, or stretched loosely between top and bottom poles.

✓ Tables and chairs may be appropriate for certain uses in the historic district provided that they:

- are located within 3' of the building
- leave 5' of sidewalk for pedestrian use
- meet the design guidelines and standards for the types of furniture that can be used
- have a permit issued for their use

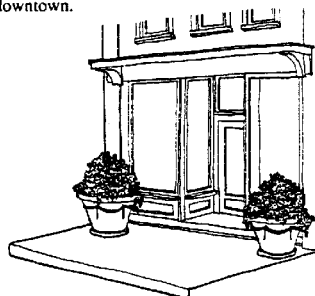
✓ Place any historical markers or plaques in an inconspicuous location on the front of a building, such as on a masonry pier. Markers should be of a durable material, such as bronze, and placed where they will not obscure or destroy important features of the facade.



Commemorative plaques are an important way of reminding a community about its architectural heritage.

✗ Avoid using flags unless the building is of a civic or institutional nature.

✗ Refrain from using flower boxes or planting areas at the front of a building. Traditional window boxes are too residential in character for downtown.



Temporary planters may be appropriate if they do not interfere with pedestrian traffic.

The Architectural Design Guidelines for the H-1 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
City Department of
Community Planning and
Development, Room 162,
Municipal Building
215 Church Avenue, S.W.
981-2344.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

Building Facades • Masonry •
Storefronts • Windows and
Doors • Painting •
Utilities and Rear Facades •
Exterior Lighting • Signs •
New and Infill Construction

Exterior Lighting

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT ★ CITY OF ROANOKE



Attractive lighting fixtures add vitality to downtown streets.

Nighttime lighting promotes the identity of individual businesses, as well as street vitality and security. Restaurants and shops with evening hours, as well as buildings where evening events are scheduled, often need exterior lighting. Even when businesses are closed, effective and attractive display window lighting encourages evening window shoppers who may return during daytime business hours.

IMPORTANT CONSIDERATIONS...

Public and landmark buildings are generally more heavily lighted than private commercial structures.

Lighting can be used to focus attention in the nighttime environment.

GUIDELINES FOR PRESERVATION AND REHABILITATION

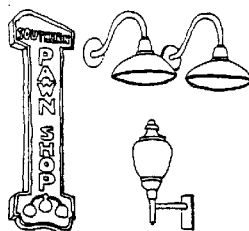
- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✕.

Retaining Historic Lighting

- ✓ Retain historic light fixtures that are either original to a building or are part of a later, significant design. Use appropriate techniques for repairing and maintaining historic fixtures.

- ✓ Obtain replacement fixtures of a similar style and size from a salvage supply or antique shop if existing light fixtures are damaged beyond repair, or choose a compatible design from a commercial manufacturer.

- ✓ Retain existing illuminated signs, particularly neon signs, that are in character and scale with a building's facade or that represent an important element of an overall facade design.

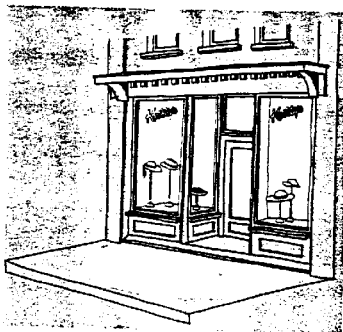


Traditional light fixtures and historic illuminated signs enhance the daytime and nighttime character of downtown Roanoke.

GUIDELINES FOR COMPATIBLE DESIGN

Lighting for Storefronts and Signs

- ✕ Avoid using storefront light fixtures and other general lighting fixtures unless there is historical evidence of their use and appearance.
- ✓ Limit lighting to the interior of display windows for most commercial uses. The storefront may include painted window signs that are not illuminated directly but are visible by the light from within a store or display window.

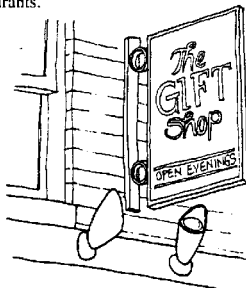


A well-lit display window provides attractive nighttime lighting.



Exterior Lighting

- ✓ Use light fixtures that direct light upward and shield the light source from the viewer when providing external illumination for signs. Externally illuminated signs should be used for businesses that are open in the evening, such as restaurants.



Lighting should be shielded and directed toward a sign to avoid glare.

- ✓ Locate new light fixtures and associated wiring in an inconspicuous manner that does not obscure or damage important materials or features of a building's facade.
- ✓ Conceal the light source for display windows, signs, and architectural features to avoid glare. Consider:
 - recessed ceiling fixtures in display windows
 - angled light fixtures
 - fixtures with metal shades or baffles

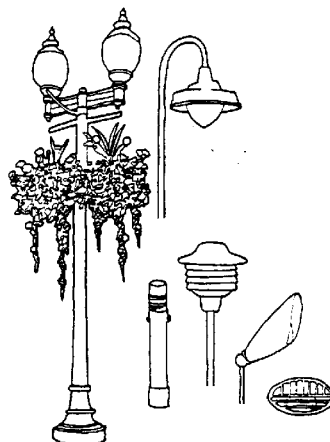


Neon signs hung inside display windows can add special character to the nighttime environment.

- ✗ Do not use flashing or moving lights.
- ✓ Use light of an appropriate color quality such as incandescent, warm fluorescent, or quartz lighting that preserves the natural daytime colors of objects.
- ✓ Provide adequate lighting to side or rear entrances for safety and security. Avoid the use of high-intensity security lighting unless these areas are not visible from the street.

Site Lighting

- ✓ Choose light fixtures that are appropriate to the scale and character of landscape and parking areas and that are compatible with adjacent buildings.
- ✓ Use standards and poles that are less than twenty feet in height for general area lighting.



Appropriate site lighting fixtures can make pedestrian areas safer and more attractive, highlight plant materials, or provide general area lighting suitable for parking lots.

- ✗ Do not use high-intensity security lighting for general area lighting.
- ✓ Control glare by using light fixtures with parabolic reflectors or louvers to direct light downward rather than outward.

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Building Facades • Masonry • Storefronts • Utilities and Rear Facades • Hardware and Accessories • Signs • Offstreet Parking

Signs

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT * CITY OF ROANOKE



Attractive awning signs can add vitality to commercial buildings.

Downtown commercial signs reflect the slower pace of downtown traffic and pedestrians—in contrast to their large, brightly colored, and illuminated counterparts found along a commercial strip. Downtown signs generally are smaller and sometimes more highly detailed. Signs add identity and vitality to commercial buildings, but large, numerous, or poorly designed signs can produce visual clutter. Attractive and effective signs require equal design consideration to other facade improvements.

IMPORTANT CONSIDERATIONS...

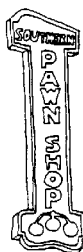
Signs are most effective when they are kept simple and easy to read.

Signs are generally meant to advertise or identify a particular business, not upstage or overwhelm an entire building.

Many of the features of a traditional storefront provide an opportunity for commercial signage.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments not recommended and other warnings are indicated by ✕.
- ✓ Retain historic signs that are important to the character of a building, such as:
 - painted wall signs
 - neon signs
 - symbolic signs
 - signs that identify a building's original owner or the date of a building's construction



Downtown Roanoke contains many signs that have become familiar commercial landmarks.

- ✓ Stabilize areas of deterioration when a historic sign cannot be repaired immediately.
- ✓ Explore whether suitable replacements can be fabricated from substitute materials when missing sign features cannot be replaced in kind.

GUIDELINES FOR COMPATIBLE DESIGN

- ✓ Choose one or more sign types that are visible to both motorists and pedestrians.
- ✓ Use the same type of signs for two or more storefronts that occupy a single building. Choose a sign type that relates to building features common to both storefronts or to the facade as a whole.
- ✕ Avoid using transom signs when the transom provides light for the store interior.
- ✓ Consider using attractive portable signs in the following situations:
 - to present changeable information, such as menu specials
 - to announce special events and seasonal promotions
 - to identify upper-floor businesses
- ✓ Remember that portable signs on city sidewalks need a temporary sign permit. Such signs should:
 - use stable supports
 - avoid obstructing pedestrian access
 - be displayed only during business hours
 - be well-designed for the particular type of business and be attractive, not generic, changeable signs
 - be on private property unless permitted on the sidewalk by the city

Signs



Type of Sign Remarks		
1	Cornice sign	• painted or raised lettering applied to a cornice signband; generally the most appropriate choice for traditional storefronts
	Flat or Wall sign	• applied sign panel; used when a storefront cornice is not present
2	Transom sign	• flat sign located on a transom
3	Window sign	• painted on the inside of a storefront, upper-story window, or upper-floor entry door; suitable for businesses where window displays are not prominent
4	Hanging or projecting sign	• double-sided panel (total sign area equals twice face area); generally the most visible to motorists and pedestrians
5	Awning sign	• painted or sewn fabric letters on an awning's valance or slope
6	Directory sign	• lists one or more business names and locations, usually removed from the sign location, such as on an upper floor
7	Parapet sign	• provides building identification or construction date

DEFINITIONS

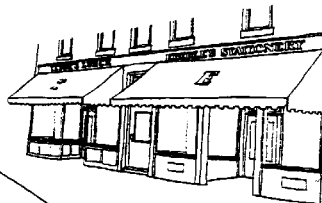
Baffle. An opaque or translucent plate used to shield a light source from view.

Building frontage. The length of a building site along a street.

Cornice signband. A flat, wide panel located just below the decorative molding of the cornice.

Pier. A vertical structural support, usually rectangular in shape.

Transom. A window located above a door opening.



The cornice signband and awnings common to both these storefronts provide coordinated sign treatments.

✗ Do not use internally illuminated signs, such as those made of plastic or other translucent materials.

✓ Consider using neon signs within a display window to add color and light to a storefront.



The daily display of attractive portable signs helps signal the start of the business day.

Number and Size

✓ Check the city zoning requirements on the number and size of signs.

✗ Do not exceed one square foot of total sign area per linear foot of building frontage for all uses in any commercial building.

✓ Limit the number of signs for each storefront or ground-floor business in a building to two, with not more than one sign—considered the primary sign—being one of the following:

- cornice sign
- flat or wall sign
- transom sign
- hanging or projecting sign
- awning sign

The secondary sign may be a window sign. A total of two window signs may be used in conjunction with a primary sign when:

- the location of the store entrance separates the display window into two parts
- the combined area of the proposed window signs is smaller than the primary sign

✓ Signs identifying upper story businesses should not exceed 15% of the area used for signs identifying the ground floor business.

✓ Limit the number of signs for each upper-story business to two of the following sign types:

- one directory or hanging sign adjacent to the upper-floor entry
- one painted window sign in an upper-story window

✓ Use only one sign per business on the rear facade of a building. The total area of such signs should not exceed 30% of the sign area for the front of a building.



The use of awnings may influence a storefront's sign strategy. Without awnings (left), a cornice signband is visible to both motorists and pedestrians. With awnings (right), an awning sign may be supplemented by two small window signs for increased visibility.



storefront A

storefront B

Calculating appropriate sign areas

44' frontage x 1.0 sf/linear foot of frontage = 44 sf (22 sf per storefront)
44 sf x 15% = 6.6 sf for upper floor (combined)

Storefront A:

transom sign: 12' x 1'6" = 18 sf
window sign: 3' x 1'4" = 4 sf
total = 22 sf

Storefront B:

hanging sign: 2' x 3' x 2 = 12 sf
window sign: 2'6" x 4' = 10 sf
total = 22 sf

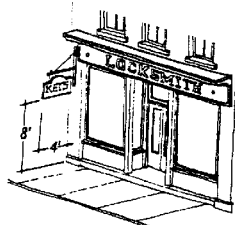
Upper floors:

directory sign: 1'6" x 2'8" = 3.75 sf
window signs: 2'6" x 6" x 2 = 2.50 sf
total = 6.25 sf

Location

✓ Locate hanging signs at or below the storefront cornice for a ground floor business, but no higher than 15' above the ground. Hanging signs may also be located at the piers or in front of the recessed entry. Be considerate not to block the view of neighboring signs.

✓ Maintain a minimum clearance for all hanging signs of 8' above the sidewalk.

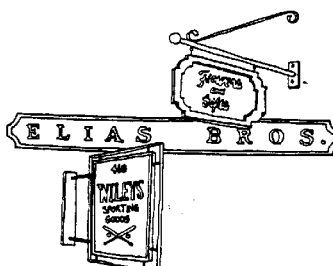


Storefront signs should be low enough for good visibility yet not interfere with pedestrian movement.

✓ Maintain a maximum projection of 4' for hanging signs.

Design and Shape

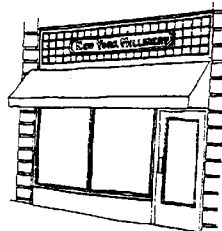
✓ Use horizontal signs at cornice signbands and transoms; more compact shapes generally are more suitable for hanging and wall signs.



The general proportions of a sign should be determined by its type and location.

✓ Work with national manufacturers, distributors, or companies to adapt their logos and sign systems to create appropriate signs for the historic district. Compatibility of scale and materials is especially important.

✗ Avoid making the entire transom area into a sign. A sign panel no larger than two-thirds the height of the transom should be applied so that it projects slightly from the face of the transom (if the original transom glass is still in place).



Limit the size of transom signs to avoid blocking light to the interior or obscuring the transom glazing.

✗ Avoid large window signs that block views from or into display windows. Use smaller lettering, more appropriate for closer pedestrian traffic, near the bottom of the window.

Materials

✓ Use painted wood for most panel signs. Use marine-grade exterior plywood or high-density wood composites with banded edges to prevent moisture penetration. Applied moldings or routed edges can add additional character.

Signs

✓ Use ornamental metals such as brass, bronze, or copper only for small-scale signs such as directories.

✗ Avoid etched-glass signs. Etching should never be done on historic glass.

Color

✓ Choose simple color schemes for painted signs using no more than three colors that relate to the overall color scheme of the building.

✓ Consider using traditional gold-leaf lettering for window signs. Avoid a solid painted background behind window lettering because it destroys the transparency of the storefront.

Lettering

✓ Choose simple lettering for commercial signs that is:

- easy to read
- appropriate to the character of the business
- compatible with the architecture of the building

Serif

lettering has a traditional appearance and is appropriate for most older buildings.

Script

lettering is suitable for key words or painted window signs.

Sans Serif

lettering is more contemporary.

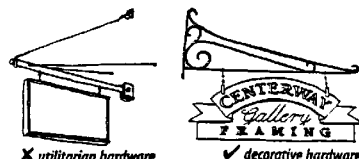
DECORATIVE

lettering can create a strong impression but should be used sparingly.

Attachment

✓ Attach signs to buildings inconspicuously and in a manner that will do the least permanent damage to building materials.

✓ Use attractive supports and hardware to mount all signs, particularly hanging signs.



Although attachment hardware for signs need not be elaborate, it should be neat in appearance.

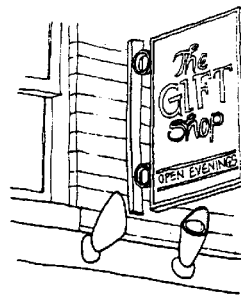
Lighting (see also Exterior Lighting)

✓ Use illuminated signs for businesses that are open in the evening, such as restaurants. For other businesses, an illuminated storefront window generally provides sufficient nighttime identification.

✓ Provide illumination for signs where appropriate. Do not use plastic, internally illuminated signs.

✓ Conceal the light source to prevent glare by directing the light upward and shielding the bulb from the viewer. Consider the use of:

- angled light fixtures
- fixtures with metal shades
- fixtures hidden behind baffles



Light sources for illuminated signs should be shielded to avoid glare.

✓ Choose modest light fixtures to light signs. Install the fixtures and their associated wiring inconspicuously to avoid detracting from the daytime appearance of a building.

✓ Consider the use of neon as an attractive way to combine signs and nighttime lighting.

✗ Do not use flashing or moving lights on signs.

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Building Facades • Masonry • Storefronts • Windows and Doors • Roofs, Parapets and Cornices • Painting • Utilities and Rear Facades • Awnings and Canopies • Exterior Lighting

Offstreet Parking

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT ★ CITY OF ROANOKE



Temporary use of this vacant building lot meets the needs of visitors to the downtown area. Improvements can be made by adding a low wall and plant materials to help define the street frontage.

Large parking lots have a significant impact on the appearance of downtown Roanoke, making it appear empty of businesses. However, the availability of accessible parking is also important to area residents and visitors who patronize downtown businesses. The design and placement of offstreet parking is critical to maintaining the aesthetic quality of the historic district.

IMPORTANT CONSIDERATIONS...

Offstreet parking areas usually represent a short-term or interim land use until more intensified development can occur.

VOIDS in a streetscape—such as a vacant lot or an offstreet parking area—are generally less desirable within the H-1 District than a continuous line of building facades.

Clearly defining the edges of offstreet parking areas helps integrate these open spaces into the framework of downtown.

GUIDELINES FOR COMPATIBLE DESIGN

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

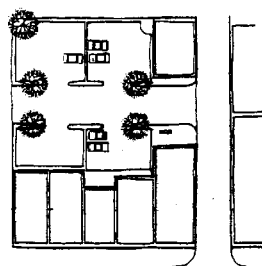
Planning and Site Selection

- ✓ Locate parking behind a building rather than to the side or front to reduce its visual effect. Design parking areas so that they enhance the appearance of a building's rear facade. Provide rear access to parking.

- ✓ Explore opportunities to share parking between two or more businesses that have their peak demand for parking at different times of the day or week.

- ✓ Consider alternative sites for employee parking in less heavily developed areas adjacent to a commercial district rather than directly within the district itself.

- ✗ Do not demolish commercial buildings solely to provide offstreet parking. Consider rehabilitating such buildings and providing parking at the rear of the lot.

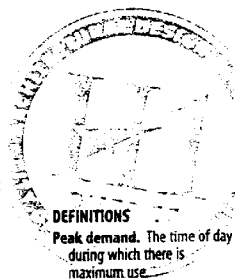


Locating parking behind a commercial block reduces its visual impact yet puts it within easy access of employees, shoppers, and visitors.

- ✗ Do not develop parking areas in a way that would severely limit or preclude future building construction or other land uses.

Design Considerations for Parking

- ✓ Define the street frontage of parking lots and provide partial screening of parked vehicles using one or more of the following features:
 - plant materials
 - low walls
- ✓ Provide hard-surfaced paving, such as asphalt or concrete, sloped to provide proper drainage, for all parking lots.
- ✓ Use plant materials, such as street trees or shrubs, to provide definition and screening of parking lots. Plant materials should:
 - require little maintenance
 - tolerate conditions in an urban environment



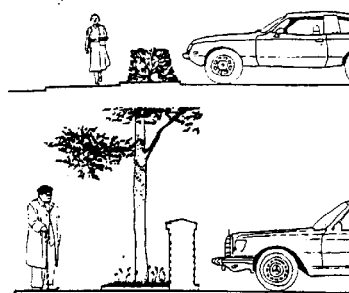
DEFINITIONS

Peak demand. The time of day during which there is maximum use.

Street frontage. The length of a building site along a street.

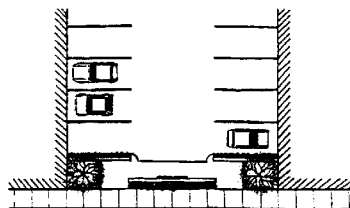
Streetscape. The overall appearance of buildings, signs, lights, plantings, and other elements along a street.

Offstreet Parking



Defining the street frontage of a parking lot with plant materials or walls helps to reduce the visual effect of parked vehicles.

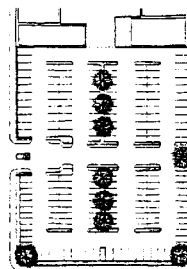
- ✓ Use masonry walls to define and screen parking areas that are next to or between buildings. Choose masonry that is compatible with, but not necessarily the same as, that of adjacent buildings. Include landscaping in the design.
- ✓ Use painted iron fences in combination with plant materials to screen parked vehicles from view. Wooden fences are not appropriate.



Masonry walls and plant materials at street frontages can help make an infill parking lot more compatible in appearance with neighboring buildings.

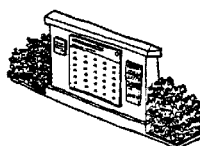
- ✓ Consolidate the entrance and exit of a parking lot in a single location at a sufficient distance from street intersections to avoid traffic and pedestrian conflicts.
- ✓ Define the entrance and exit of a large parking lot with appropriate signs and plant materials while providing adequate lines of sight for entering and exiting vehicles.
- ✓ Provide several smaller areas of parking rather than a single expanse within a large parking lot, separated by features such as:
 - planting islands
 - access drives
 - walkways

- ✓ Provide clearly defined pedestrian areas and handicapped accessibility within parking areas. Direct the flow of vehicles and pedestrians throughout the site using:
 - raised walkways and curbs
 - different paving materials and textures for vehicular and pedestrian circulation



Reduce the scale of large parking areas by creating several smaller areas, defined by drives, walkways, and plant materials.

- ✓ Use appropriate lighting at the entrances and exits and within parking lots to provide adequate nighttime visibility and security for vehicles and pedestrians.



Giving careful design attention to pay stations, lighting, and signs helps make parking lots compatible with downtown Roanoke's historic character.

- ✓ Use appropriate signs to:
 - identify public or private parking lots
 - notify parking patrons of applicable regulations and fees
- ✓ Design auxiliary buildings or structures, such as attendant booths or pay stations, that are in keeping with the architectural character and materials of adjacent commercial buildings. Appropriate construction materials for such buildings or structures may include:
 - brick or stone
 - painted wood
 - painted metal

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Utilities and Rear Facades •
Exterior Lighting • Signs •
New and Infill Construction

New and Infill Construction

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 DISTRICT ★ CITY OF ROANOKE



The lower facade of the Dominion Tower incorporates details and materials that are sensitive to the pedestrian scale of the street.

New construction in the historic district is important in encouraging growth and new investment. New construction may include additions to an existing building or the design of a new building, either on an infill site between existing buildings or on an open site. To maintain the integrity of the district, new construction must be compatible and in context with other buildings.

IMPORTANT CONSIDERATIONS...

Observing the same design principles and organization will help unify new and existing construction.

New construction that expresses the time in which it is built is important to the ongoing history of downtown Roanoke.

Highrise and signature buildings can provide new focal points for the downtown while relating to the lower scale of adjacent buildings.

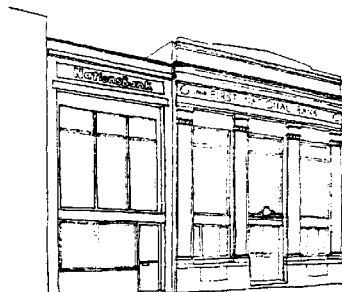
GUIDELINES FOR COMPATIBLE DESIGN

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments not recommended and other warnings are indicated by ✗.

Additions to Existing Buildings

✓ Additions should be compatible with existing buildings in size, scale, color, and materials.

✗ Do not let an addition overwhelm an existing building. Additions should be subordinate to the existing building in size and appearance, be located on the least-public side of the building, and exhibit a distinct but compatible appearance if it has its own street frontage



This bank addition is compatible in appearance with the original building, yet is clearly subordinate to it in size and detailing.

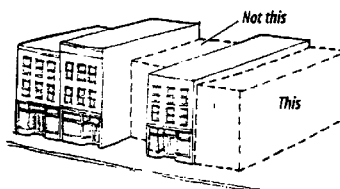
✗ Do not obscure or destroy important features or materials of existing buildings when making additions.

✓ Design and construct additions so that if they are removed in the future, the basic form and character of the original building will remain intact.

Siting/Relationship to Street

✓ Orient construction to the streetfront that supports the greatest pedestrian activity.

✓ Observe the same setback as adjacent or nearby buildings. Buildings should be sited at the front of a lot abutting the back edge of the sidewalk.

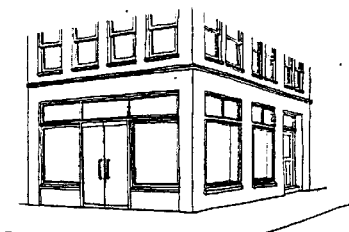
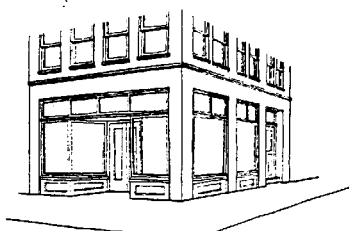


Infill construction should not have a greater setback than adjacent buildings.

✓ Incorporate ground-floor commercial uses in new construction, whenever possible, to add vitality to the streetscape. If the ground floor is to be used for offices or other similar uses, design the ground-floor facades to:

- permit views into the building
- incorporate architectural detailing to provide visual interest

New and Infill Construction



New construction should include commercial spaces at the ground floor (top) or should make provision for views into ground floor offices (bottom) to add vitality to the streetscape.

- ✓ Place parking to the rear or side of the building or use another existing parking area.

Height, Width and Proportion

- ✓ Conform in general with the predominant story height of existing buildings on a block.
- ✓ Maintain the predominant width and proportion of existing buildings on a block. Most commercial buildings in the historic district are vertical in proportion and fairly uniform in width. Buildings on infill sites that are wider than most should be subdivided into bays that relate to the width of typical buildings.



Infill construction should comply with the predominant story height (top), and building width and proportion (bottom), of existing buildings on a block. Where wider infill sites occur, new construction should be subdivided into bays of appropriate width.

DEFINITIONS

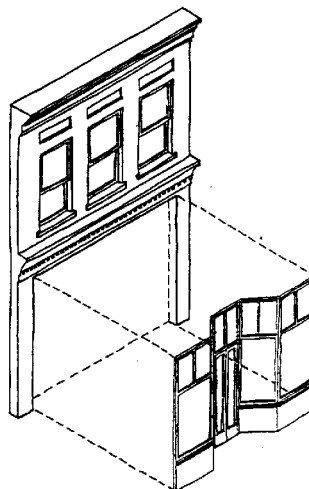
Street frontage. The length of a building site along a street.

Roofs

- ✓ Choose a roof form that is compatible with other commercial buildings in the historic district. Roofs for new commercial buildings should not be prominent visual features of the main facade. Most buildings have shallow-pitched shed roofs that slope toward the rear of the building and are hidden behind a parapet wall, although several buildings have gabled roofs behind a high or stepped parapet.

Storefront

- ✓ Design a compatible new storefront by incorporating the design features of traditional storefronts. Employ present-day construction materials and techniques to avoid re-creating a historic appearance.

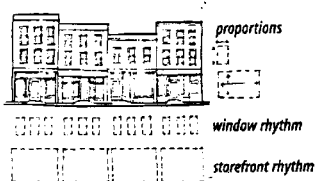


A new storefront should use large areas of glass for transparency, incorporate a recessed entry, and be contained by the piers and storefront lintel of the front facade.

- ✓ Provide a separate upper-floor entrance, if appropriate, but keep the primary emphasis on the storefront and its entry.

Windows

- ✓ Incorporate windows of the same size, proportion, spacing, and rhythm in new construction as those of existing commercial buildings.
- ✓ Keep the proportion of window to wall area for both upper and lower facades compatible to that of existing buildings. The upper facades of most commercial buildings in the historic district have a significantly larger area devoted to solid wall surface than to windows, while lower facades and storefronts are primarily windows.



Infill construction should keep the same pattern of windows and storefront openings as existing adjacent buildings.

Style

✓ Adopt a style for new construction that is compatible with the traditional character of older commercial buildings in the historic district yet reflects its own time.



New construction should be compatible in appearance with its older neighbors yet reflect the time in which it was built.

✗ Avoid inappropriate historical themes that give a building a false historical appearance.

Materials, Color and Details

✓ Choose materials that are appropriate to the district's commercial character. Avoid materials and colors usually associated with residences.

✓ Choose materials that have color as one of their inherent features, such as brick or stone, for a building's exterior wall material(s). The colors of materials for new construction should be compatible with those of existing adjacent buildings.

✓ Select colors for the painted features of a building that are compatible with its exterior wall materials and with the color schemes of neighboring buildings.

✓ Incorporate detail and decoration to an appropriate degree in new construction to avoid blandness and establish a compatible relationship with existing buildings. Avoid, however, using exact copies of decorative features or details that are unique to a particular commercial building.

Highrise and Signature Buildings

Highrise buildings (those over five stories tall) and signature buildings (those designed by a nationally recognized architect or having exceptional design merit) will be evaluated on a case-by-case basis. In general, however, the following guidelines should be considered:

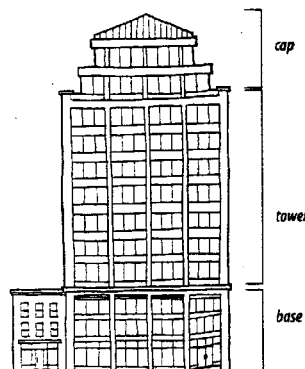
✓ Reinforce pedestrian and streetscape activity at ground floor level by providing:

- ground-floor commercial spaces
- views and access to ground-floor offices and other similar spaces
- pedestrian amenities such as benches and landscape areas

✓ Ensure that the new building fits within the context of the area. Consider street views, activities, buildings in the vicinity, and other features.

✓ Adopt a three-part organization for the design of a highrise building, consisting of:

- base – the lower floor(s) that supports streetscape activity or, if the building is significantly taller than its neighbors, that relate to the height of adjacent buildings
- tower – the typical upper floors that have architectural treatment on all sides
- cap – the top floor(s) and roof that give the building its identity on the skyline



Highrise buildings should have a three-part organization.

✗ Avoid blocking views:

- to significant, city-wide focal points
- down major streets or pedestrian thoroughfares

New and Infill Construction

The Architectural Design Guidelines for the H-1 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
City Department of
Community Planning and
Development, Room 162,
Municipal Building
215 Church Avenue, S.W.
981-2344.

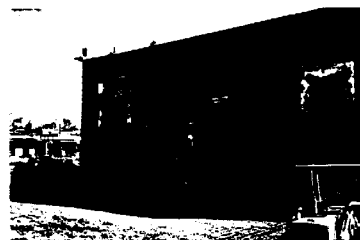
FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

Building Facades • Storefronts • Windows and Doors • Roofs, Parapets and Cornices • Painting • Utilities and Rear Facades • Hardware and Accessories • Exterior Lighting • Signs • Relocation and Demolition

Relocation & Demolition

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-1 / H-2 DISTRICTS * CITY OF ROANOKE



Demolition of a historic building occurs in extreme circumstances when rehabilitation is not feasible.

Moving a historic building to another location is seldom the most desirable form of preservation. Many of a building's historic associations come from its physical setting and its relationship to other nearby buildings. Relocation severs these relationships and preserves only the form of a building. More drastic yet, demolition represents the irreversible loss of a structure.

Relocation and demolition both have important implications for adjacent buildings and landscape areas. Consequently, relocation—or finally, demolition and salvage—should be considered only as a last resort when preserving and rehabilitating a building in its original location and setting are not possible.

IMPORTANT CONSIDERATIONS...

Preservation of a building in its existing location is preferable to its relocation. When relocation is unavoidable, the building, as well as adjacent buildings, must be stabilized to protect important architectural and structural features.

Demolition of a building should only be considered if alternatives for rehabilitation are not feasible and the loss of a building will not adversely affect the integrity of the district.

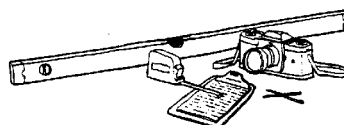
The impact of demolition can be lessened by documenting a building's appearance and salvaging historic materials.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments not recommended and other warnings are indicated by ✗.

General

- ✓ Make every effort to preserve rather than demolish a historic building. Thoroughly evaluate all rehabilitation and use alternatives, including moving.
- ✓ Undertake thorough documentation of a building prior to its relocation or demolition, including:
 - professional photographic documentation of its present appearance
 - dimensions of the overall building and its major features
 - relationship of the building to its site and adjacent buildings



Thorough photographic and written documentation of a building's size, condition, and appearance is necessary before undertaking relocation, salvage operations, or demolition.

- ✓ Submit a copy of all documentation to the Roanoke Architectural Review Board (ARB) for archival purposes.
- ✓ Restore the vacant site of a relocated or demolished building to a condition and appearance appropriate to the historic district if the site will not be redeveloped immediately.

Relocation

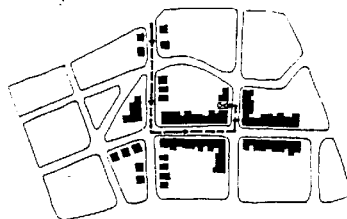
- ✓ Hire a licensed professional building moving contractor experienced in moving historic structures to undertake the relocation of a historic building.
- ✓ Select a setting for a relocated building that is compatible with its character, even if the new site is not included in a historic district.
- ✓ Comply with relevant guidelines governing the siting and design of infill construction when relocating a historic building to another site within the district.
- ✓ Plan the relocation route carefully to:
 - avoid narrow, winding, or steeply inclined roads
 - comply with height, weight, or size limitations
 - identify overhead utilities that might pose clearance problems

DEFINITIONS

Racking. A sideways shifting of structural members, causing structural damage.

Rehabilitation. Making possible a compatible new use for a building through repair, alterations, or additions while preserving portions or features that are important to the building's historic or architectural character.

Relocation and Demolition



The relocation route should be planned to avoid curves, overhead utilities, and weight limitations.

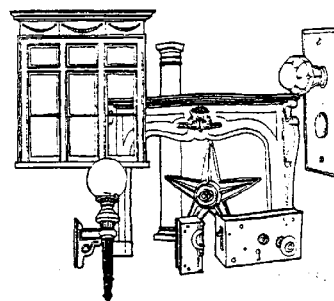
- ✓ Move buildings intact whenever possible. If the structural condition of the building or conditions of the relocation route preclude moving a building as a single unit, then partial disassembly into the largest workable components is preferable to total disassembly.
- ✓ Protect buildings or building components from damage during the actual move. This may involve, for example, the boarding up of doors and windows or the provision of additional bracing to prevent racking.
- ✓ Contact the Roanoke Regional Preservation Office (RRPO) of the Virginia Department of Historic Resources for assistance when considering the relocation of a building that is listed in the Virginia Landmarks Register and/or National Register to determine how to ensure that the building remains listed during and after its move.

GUIDELINES FOR DEMOLITION

- ✓ The ARB must recognize the following items when reviewing a request for demolition:
 - that the purpose and necessity of the demolition are in accordance with the district
 - that loss of the structure will not be adverse to the district or the public interest by virtue of its uniqueness or its significance
 - that demolition will not have an adverse effect on the character and surrounding environment of the district
 - where a development plan for a new use of the site is proposed and submitted, the board shall review the proposed development conforming to the regulations of the district

- ✓ Save important features of a historic building slated for demolition when efforts to relocate it fail. Important items to save may include:
 - windows, doors, and trim
 - mantels and stairways
 - columns, baseboards, and cornices
 - paneling and decorative wall or ceiling finishes
 - other decorative interior and exterior wood and metalwork, such as metal ceilings
 - hardware and light fixtures
 - flooring
 - heavy timbers
 - bricks, stone, and other masonry elements

- ✓ Use salvaged elements for repair, maintenance, and rehabilitation projects involving similar buildings within the historic district whenever possible.



Undertaking salvage operations prior to demolition can save important decorative features and building materials that may be useful in other rehabilitation projects.

The Architectural Design Guidelines for the H-1 and H-2 Districts were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
City Department of
Community Planning and
Development, Room 162,
Municipal Building
215 Church Avenue, S.W.
981-2344.

FOR ADDITIONAL INFORMATION...

Refer to these brochures on the following related subjects:

H-1 District / New and Infill
Construction •
H-2 District / New Construction

Introduction to the H-2 District

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE

HISTORY OF THE H-2 DISTRICT

The Southwest Historic District began as a rural, agricultural community. It developed quickly between 1890 and 1930 as a result of the city's prosperity and growth following the merger of the Shenandoah Valley and Norfolk and Western railways in 1882. To meet the sudden demand for housing, land was divided into streets and lots for residential development. Many Norfolk and Western Railway officials and employees settled in southwest Roanoke, making it one of the city's most desirable residential areas. A remarkably consistent and architecturally cohesive residential area adjacent to downtown Roanoke, the district includes three distinct neighborhoods: Old Southwest, west of Jefferson Street and south of Marshall Avenue; Mountain View, north of the river and south of Rorer Avenue; and Hurt Park, north of Patterson Avenue and south of the railroad.



The distinctive architecture and landscape setting of Patterson Avenue contribute to the character of the H-2 District.

The district contains grand houses built for prominent businessmen and their families, but it also contains less elaborate houses built during and following the boom period. These houses, built for working people, were usually ample sized, wood-frame structures with small yards surrounded by stone or wrought-iron fences and large shade trees. The attractive fences, still prevalent throughout the district today, served primarily as a protection against cattle, which roamed freely until 1904, when a cow ordinance was enacted. District streets are lined with concrete or brick sidewalks. Each of the neighborhoods in the area has distinctive architecture, landscape features, street patterns, and streetscapes which contribute to the character of the district.



The ample sized, wood-frame houses with front porches and small yards on Washington Street create a remarkably cohesive and consistent streetscape.

The earliest developed sections in each of the three neighborhoods are those closest to the downtown. The architecture of each neighborhood is similar in age and diversity of style, with many large, fashionable houses in each neighborhood. Several notable churches and two handsome early-20th-century schools also contribute to the district's architectural character.

The northwest area of the district, containing the present neighborhoods of Mountain View and Hurt Park, was the earliest to be developed in the southwest quadrant. Originally laid out by Ferdinand Rorer in 1882 and consequently developed primarily by the West End Land Company after 1888, the area rapidly developed as a community where employees and officials of Norfolk and Western Railway and businessmen lived.

One of Virginia's largest historic districts, both in number of structures and geographic area, the district represents a wealth of architectural styles ranging from the Vernacular, Queen Anne, Shingle style, Colonial Revival, and Neoclassical to the Gothic Revival, Tudor Revival, and Arts and Crafts styles. Few other neighborhoods in Virginia contain so many diversified examples of housing of this period.

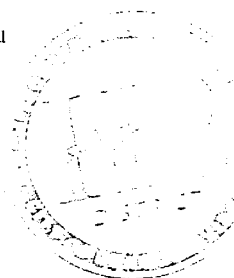
OTHER BROCHURES IN THIS SERIES

Refer to these brochures for specific information relating to the H-2 District:

Working with the ARB • Architectural Styles • Basic Design Principles • Masonry Features and Walls • Siding • Windows and Doors • Roofs • Porches • Painting • Walks, Ramps and Stairs • Lighting, Utilities and Trash Containers • Walls and Fences • Additions and Auxiliary Structures • New Construction • Parking Areas • Signs

The Architectural Design Guidelines for the H-2 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
City Department of
Community Planning and
Development, Room 162,
Municipal Building
215 Church Avenue, S.W.
981-2344.



Architectural Styles

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE

QUEEN ANNE 1880-1920



The Queen Anne style is Roanoke's most varied and richly decorated historic residential style. Two major subtypes exist in the H-2 District: Victorian, with an abundance of "gingerbread" woodwork, and Classical, with ornament derived from classical sources. Historic paint schemes were usually dark, vivid, and colorful, using complementary and contrasting hues to highlight the architectural detailing. Typical colors included tan, olive, browns, grays, greens, reds, and oranges. Many examples of the style can be found along Campbell, Mountain, and Day Avenues.

Typical features to look for:

- a steeply pitched roof of irregular or complex shape, often with a dominant front-facing gable
- picturesque massing through use of bays, towers, overhangs, and wall projections
- an asymmetrical facade with a partial, full-length, or wraparound porch
- decorative patterns and textures on wall surfaces

SHINGLE 1880-1900



The shingle style is usually found on architect-designed residences in the H-2 District. The overall aim was to create a complex shape unified by a smooth surface. Texture, rather than color or detailing, predominates. Porches were incorporated into the design, and rusticated masonry foundations were often adopted.

Historic paint schemes emphasized the unified exterior: shingles were stained or painted in earth tones of browns and grays, while trim was usually painted a complementary lighter or darker tone. In the H-2 District, a concentration of examples can be found on Second Street.

Typical features to look for:

- wall cladding and roofing of continuous wood shingles, without interruptions at corners (no corner boards)
- asymmetrical facade, picturesque massing, "sculpted" shape
- irregular, steeply pitched gable or gambrel roof lines, often with intersecting cross gables or cross gambrels
- simple classical detailing at doors and windows

COLONIAL REVIVAL 1880-Present



The Colonial Revival style refers to several different interpretations of American colonial forms developed during the late nineteenth and early twentieth centuries. The Colonial Revival was inspired by the nation's awareness of and interest in American history following the centennial celebration of 1876. Features from English, Dutch, French, and Spanish colonial prototypes were often copied or combined with those of early American buildings to create modern buildings that referenced the country's celebrated past. The most common Colonial Revival style in the H-2 District is the **Georgian Revival**, which incorporates design elements from various Georgian mansions along the East Coast. The **Dutch Colonial** style is also present in the district, easily identified by its gambrel roof and simple classical detailing. Red or blonde brick was often used for construction, although many wood or shingle-sided examples were also built. Historic paint schemes included light colors such as pale yellow, white, tan, or gray, with classical trim highlighted by white or cream. Often a strong accent color such as dark

Typical features to look for:

- ornamental false half-timbering
- stucco, masonry, or masonry-veneered walls
- irregular, asymmetrical massing
- steeply pitched roof, usually side gabled, with facade dominated by one or more cross gables
- prominent chimneys, sometimes with patterned masonry and chimney pots
- tall, narrow windows, often in multiple groups and with multiple-pane glazing
- heavy board and batten doors, often divided so that the upper and lower halves swing separately

ARTS AND CRAFTS 1890-1930



The Arts and Crafts style, originating in the English Arts and Crafts movement and popularized by Gustav Stickley's *Craftsman* publications, is represented in a number of houses in the H-2 District. The vast majority of the houses that fall under this stylistic category are bungalows, one of the most popular house forms in the district. Arts and Crafts bungalows, as the name suggests, were designed to reveal the artistic aspects of building craftsmanship and to enhance the experience of indoor and outdoor environments. The natural materials were generally untreated, except for an occasional green or brown stain to darken wooden shingles or trim. Stucco was left a natural color.

Typical features to look for:

- low-pitched roof with overhanging eaves, exposed rafter ends, and triangular knee braces
- prominent low, broad front porch supported by tapered posts or columns, square or cylindrical piers, or a combination of the above
- exposed construction joinery
- wide window bays or other openings for abundant natural lighting
- use of natural materials such as wood, stone, brick, and stucco
- dormers in the half-story

VERNACULAR/POPULAR 1820-1940



Several popular building forms persist in the district, independent of the stylistic detailing applied to them. They were usually constructed by builders, who offered standardized plans and ornamental motifs that could be combined for unique effects. Architectural details were most often derived from the Queen Anne, Shingle, Georgian Revival, Neoclassical, and Arts and Crafts styles, and led to eclectic compositions throughout the district. The oldest vernacular form in the district is the **I-house**, in use from the 1820s through the 1910s. Consisting of two rooms on either side of a central hallway, the I-house's linear arrangement is emphasized by a gabled roof and, often, a full-length front porch. Sometimes a one or two-story rear addition extends from the house. The **cross-gabled ell-plan house**, one or two stories high, is a linear house onto which a gabled extension has been grafted. The cross-gabled ell-plan house, in use from the 1880s through the 1910s, usually included a front porch, which was nestled within the angle created by the two sections of the building. The **American Foursquare** (pictured above), sometimes considered its own style, is more accurately considered a popular or vernacular form. It was popular in the district from about 1900-1930. Usually square in plan and elevation, the foursquare house is two stories high with hipped or pyramidally hipped roofs, and often exhibits hipped, gabled, pedimented, or eyebrow dormers upon one or more roof planes. A full length or wraparound porch, sometimes with an attached *porte cochere*, completed the form. The **bungalow**, a one-and-one-half story house form developed by American domestic reformers in the early twentieth century, rounds out the list of vernacular types in the district. The bungalow is mainly characterized by a compact square or rectangular plan, a low-pitched gabled roof, and a partial- or full-length front porch.

Pitch. The slope of a roof, usually expressed as a ratio of rise (height) to run (width), such as 6:12.

Portico. A formal porch consisting of a roof supported by columns.

Post. A vertical support, typically of wood, no greater than 8" square.

Proportion. The width-to-height relationship of openings, such as windows and doors, or the combined area of openings to the area of the wall.

Sash. The framework of a window that holds the panes of glass and slides vertically or pivots.

Scale. The apparent size of a building or feature as it relates to the size of a person or other structures or features.

Shingles. Siding or roofing units typically made of wood, tile, concrete, or slate, used as a covering and applied in an overlapping pattern.

Sidelight. A framed area of glass alongside a door or window opening.

Stucco. A plaster-like exterior finish composed of portland cement, lime and sand, mixed with water.

Transom. A fixed or operable sash above a door or window.

Typical features to look for:

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- stucco, masonry, or masonry-veneered walls
- irregular, asymmetrical massing
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Architectural Styles

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Sidelight. A framed area of glass alongside a door or window opening.

Stucco. A plaster-like exterior finish composed of portland cement, lime and sand, mixed with water.

Transom. A fixed or operable sash above a door or window.

UNUSUAL OR RARE STYLES***Second Empire 1860-1890***

Second Empire style buildings were most popular in areas that urbanized prior to the district's period of development. The distinctive double-pitched mansard roof is the hallmark characteristic of the style. A mansard consists of a very steep lower slope and an almost flat top portion. It may be convex, concave, straight-sided, or ogee-shaped. Decoratively patterned shingles, of wood or colored slates, were most commonly employed for sheathing. Although only one Second Empire house, on Patterson Avenue, remains in the district, several mansard-roofed towers can be spotted on Queen Anne style houses.

***Italianate 1850-1890
(Commercial Italianate through 1915)***

Italianate style domestic architecture, derived from the informal Italian farmhouse-villa, usually adopted a rambling, asymmetrical, two- or three-story form; a flat or low-pitched hipped roof; wide overhanging eaves supported by decorative brackets; tall, narrow windows, often with arched tops and elaborate hood moldings; single-story wood porches with chamfered posts and bracketed friezes; and double doors with elaborate carved and bracketed surrounds. One excellent example of the style is located in the district, along Sixth Street. Italianate-style commercial architecture, dominated by parapeted facades with bracketed cornices, post-dates most domestic versions of the style. Several small-scale examples of neighborhood commercial buildings with Italianate detailing remain on streets in the district.

Moderne 1920-1940

Moderne-style buildings, influenced by the streamlined industrial design concepts of the machine era, are rare in the H-2 District. Smooth wall surfaces, usually of stucco; flat roofs; horizontal emphasis; corner windows; stylized floral motifs and signage lettering. The Walker Apartment Building on Second Street is a good example of the style.

**GUIDELINE BROCHURES
IN THIS SERIES**

*Basic Design Principles •
Masonry Features and Walls •
Siding • Windows and Doors •
Roofs • Porches • Painting •
Walks, Ramps and Stairs •
Lighting, Utilities and Trash
Containers • Walls and Fences •
Additions and Auxiliary
Structures • New Construction •
Parking Areas • Signs*

Basic Design Principles

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT * CITY OF ROANOKE



Porches, uniform setbacks from the street, small front yards, and houses of similar height are the characteristic features that establish the rhythm of Mountain Avenue's streetscape.

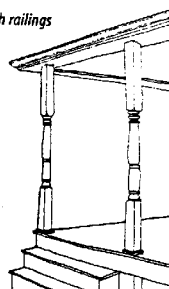
Rehabilitation in the H-2 District should respect the architectural character of a building and its surroundings. Successful rehabilitations generally comply with the following guidelines.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- ✓ Maintain original materials and features that characterize a building and make it unique. Architectural materials and features are considered significant if they:
 - are original
 - reflect a particular architectural style
 - are examples of quality craftsmanship or design
 - reflect changes associated with a major event in the history of the building
- ✓ Repair deteriorated materials instead of removing or replacing them.
- ✓ Replace deteriorated materials and features that cannot be repaired with new elements of the same design and material.

✓ Use historical information, photographs and drawings of a missing feature, as well as physical evidence, to reproduce a missing feature. Historical information may be obtained from the Virginia Room of the Main City Public Library, the library at VPI&SU, the Roanoke Regional Preservation Office of the Virginia Department of Historic Resources, the Roanoke Valley Historical Society, previous owners, and the neighborhood files of Old Southwest, Inc.

Missing features, such as porch railings and decorative trim...



Can be reconstructed if their historic appearance is known...



Or replaced with a compatible design.



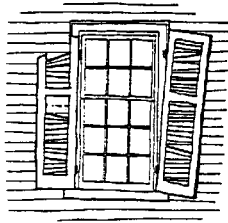
DEFINITIONS

Preservation. Measures taken to retain the existing form, features, and materials of a historic property.

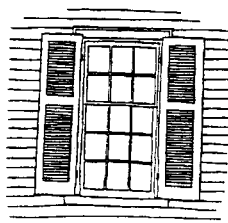
Rehabilitation. Making possible a compatible new use for a building through repair, alterations, or additions while preserving portions or features that are important to the building's historic or architectural character.

Restoration. Returning the form, features, and character of a historic property to their appearance during an earlier period of time.

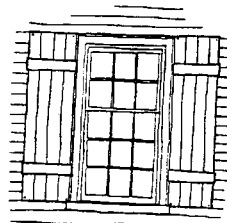
Scale. The apparent size of a building as it relates to the size of a person or another structure.



When replacing a deteriorated feature...



Replace it in kind...



Not with a new design.

Basic Design Principles

✓ Install a new feature that is compatible to similar elements of the building in size, scale, and materials when a significant feature is missing and there is no evidence of its original appearance.

✓ Recognize each building as a product of its own time. Alterations should not try to create an appearance that has no historic basis; nor should a building be altered to look newer or older than it actually is.



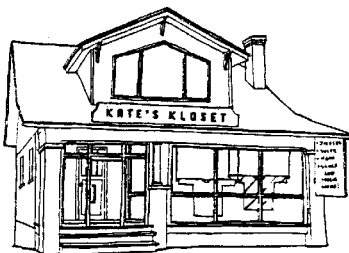
American Foursquare residence before alterations.



Applying Colonial Revival detailing gives the building a false sense of style.

✓ Encourage similar uses for a building when possible or find a new use that is compatible with and appropriate to the building's architectural and historic character.

✓ Maintain a house's essential residential character when rehabilitating it for commercial use.



Large display windows and signs are inappropriate when converting a residential building to commercial use.

✓ Use only recommended cleaning methods for surfaces. Some chemical or physical treatments, such as sandblasting, cause irreparable damage to historic materials.

✓ Ensure that foundation plantings will not overwhelm the building or increase the likelihood of building deterioration as they grow to mature size.



Large trees and closely planted shrubs and hedges can hide building details and cause structural problems.

✓ Design new additions so that important architectural features are not destroyed, and the form and character of the original building remain intact.



This small rear addition respects the form and character of the original building.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

Architectural Styles •
Masonry Features and Walls •
Siding • Windows and Doors •
Roofs • Porches • Painting •
Walks, Ramps and Stairs •
Lighting, Utilities and Trash
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Masonry Features and Walls

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE



Much of the architectural character of this Dutch Colonial-style house comes from the color and craftsmanship of its brickwork, its flat arches with keystones, and the brick quoins at the front corners.

Residential architecture in the H-2 District displays a rich variety of masonry materials, colors, bonding patterns, and details. The stone foundation walls and piers of the Shingle and Bungalow styles, the familiar brick of the American Foursquare, the decorative concrete block retaining walls and foundations, as well as the characteristic stucco of the Tudor Revival style, are just a few examples of masonry uses in the district. Texture, color, and type of mortar joint are important characteristics of masonry buildings.

IMPORTANT CONSIDERATIONS...

Masonry walls and other features are important in helping to express a building's style and character.

Despite its durable appearance, masonry can be easily damaged by harsh cleaning.

Covering masonry with applied siding alters or destroys the authentic character of a building.

Painting unpainted masonry alters its ability to accommodate moisture; painted masonry also requires additional maintenance.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Retaining Existing Masonry and Stucco

✓ Identify and keep the original materials and features of walls and masonry that make them unique. Important character-defining features include:

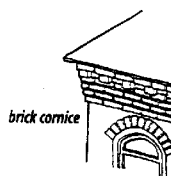
- brackets
- cornices
- bonding patterns
- lintels
- mortar joints
- textures
- colors
- sills



bonding pattern



texture



brick cornice



bracket

The H-2 District has a variety of masonry features and details.

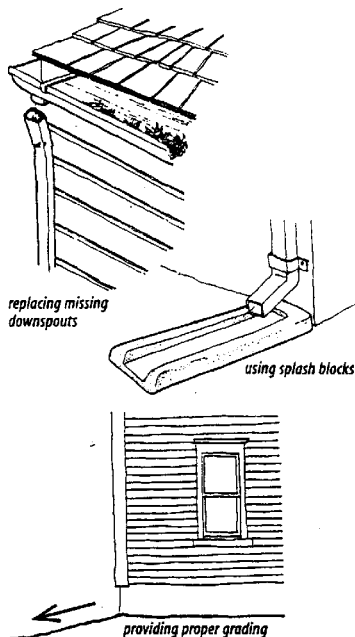
- ✓ Reuse existing original materials whenever possible when making masonry repairs.
- ✗ Do not fill in masonry openings, such as doors and windows, on any character-defining facade of a building.

Preventing Deterioration

- ✓ Prevent water damage to masonry and stucco walls by:
 - repairing leaking roofs, broken gutters, and downspouts
 - securing loose flashing around chimneys and other roof openings
 - unclogging gutters
 - replacing missing downspouts
 - using splash blocks
 - grading the ground to slope away from the building

Masonry Features and Walls

Prevent water damage to masonry walls by ...



DEFINITIONS

Bonding pattern. An overlapping arrangement of masonry or brickwork in a wall. Common bonding patterns are: American bond, Common or Running bond, English bond, and Flemish bond.

Bracket. A small projection, usually decorated, which supports a projecting cornice or lintel.

Cornice. Decorated trim-work placed along the top of a wall.

Eaves. The part of a roof that overhangs beyond the wall.

Efflorescence. A deposit of soluble salts, usually white in color, on the face of masonry walls.

Facade. The front or principal exterior face of a building.

Flashing. Pieces of sheet metal or flexible membrane used to protect joints from water penetration.

Hand-raking. Removing mortar by hand, rather than mechanically.

✓ Employ the services of an experienced professional who is familiar with historic buildings when considering techniques such as parging or applying sealants or water repellent coatings.

✗ Avoid using salt to melt snow near masonry walls.

✗ Do not allow eaves and cornices to deteriorate so that water runs down the face of masonry walls.

Removing Cover-up Materials

Materials used to cover masonry in the district include:

- wood, metal, or vinyl clapboard
- plywood or wood paneling
- permastone or other simulated stone
- dryvit or other simulated stucco
- exposed aggregate board
- paint

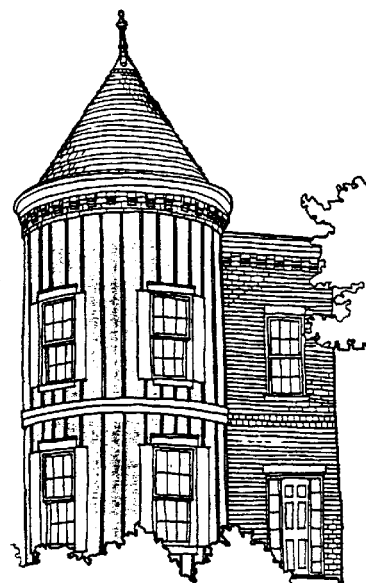
✓ If masonry has been painted, determine if the paint was meant to cover deficiencies in the masonry. Only remove paint from masonry by non-abrasive methods (see *Cleaning* below).

✓ Assess the impact of removing inappropriate siding or bonded wall treatments, such as non-

historic stucco or simulated stone veneers, from masonry walls.

✓ Remove only a small section of a cover-up material at first to determine the condition of the underlying masonry. Choose a portion of the building that is not highly visible.

✗ Do not use applied siding or bonded wall treatments that cover the original wall surface and conceal characteristic details.



Covering up original masonry conceals characteristic details.

Cleaning Masonry and Stucco

✓ Clean masonry and stucco using the gentlest means possible. Gentle cleaning methods include low-pressure water washes with detergents and natural bristle brushes. Such work should be undertaken only by an experienced professional who is familiar with the cleaning of historic buildings.

✗ Do not use abrasive or reactive techniques when cleaning masonry or stucco that can permanently erode the material's surface such as:

- sandblasting
- high-pressure water cleaning
- acid washes
- other chemical treatments not specifically formulated for a particular cleaning problem

✓ Remove deteriorated mortar by carefully hand-raking the joints with a chisel to avoid damaging the masonry.

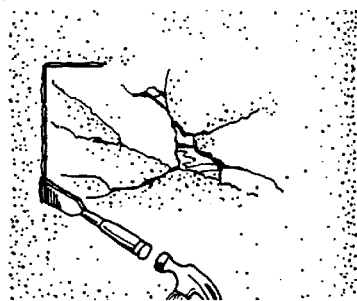


Sandblasting has removed the protective outer surface of this brickwork, hastening the damaging effects of weather.

- ✓ Duplicate original mortar joints in:
 - width and profile
 - mortar color and texture
 - mortar composition and strength (usually mortars that have a higher proportion of lime than cement)
- ✗ Do not use electric saws and hammers to remove deteriorated mortar.
- ✗ Avoid repointing with a mortar mixture high in portland cement content. This mortar is hard and will not allow for the expansion or contraction of masonry.
- ✗ Do not use sealants or water-repellent masonry coatings in place of proper repointing or masonry repair techniques. Coatings often alter the appearance of historic masonry and may actually trap moisture within the wall, leading to future damage.

Repairing Damage

- ✓ Repair minor damage to brick, stone, decorative block, or stucco by patching, piecing-in, or consolidating the materials. Reuse existing masonry wherever possible.
- ✓ Repair damage that may have resulted from the installation of surface-applied siding, as well as any pre-existing damage that such siding may have concealed.



Stucco repairs require skill and experience. Remove all damaged stucco before patching.



Removing deteriorated mortar.

- ✗ **INCORRECT**
 - Mortar not cleaned out to sufficient uniform depth.
 - Edges of brick damaged by power grinder, creates wider joint.

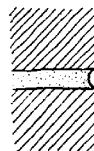


- ✓ **CORRECT**
 - Mortar cleaned out to uniform depth of 1 inch.
 - Edges of brick undamaged, creates proper width joint.



Repointing with new mortar.

- ✗ **INCORRECT**
 - Mortar applied over weathered corners of bricks; feathered edges are subject to spalling.
 - Joint appears too wide.



- ✓ **CORRECT**
 - Mortar is slightly recessed, retaining original appearance of joint.

- ✓ Borrow original materials from less conspicuous areas such as the side or rear of a building. The borrowed materials can be replaced with compatible new materials.

- ✓ Employ the services of skilled and experienced plasterers when making repairs to historic stucco.

- ✓ Repair hairline cracks in stucco with a compatible coat of paint or white-wash.

- ✗ Do not use commercial caulking compounds to repair cracks in stucco. They weather differently from stucco and become highly visible.

- ✗ Avoid using a high portland cement stucco mix. When it freezes, it will cause spalling.

Replacing Missing Masonry or Stucco

- ✓ Replace missing masonry or stucco with decorative block, brick, stucco, or stonework that conforms to the original in:
 - size and shape
 - color and texture
 - bonding pattern and mortar joint character
 - composition and strength

Masonry Features and Walls

Header. The short end of a brick exposed in a masonry wall.

Lintel. A horizontal beam over an opening which carries the weight of the structure above.

Parging. A coat of cement mortar containing damp-proofing ingredients applied to a wall surface.

Repoint. To replace deteriorated mortar in the joints between bricks or masonry units.

Rising damp. The absorption of moisture by masonry from the ground upward.

Sandblasting. A procedure using a blast of air combined with particles of sand to clean hard surfaces.

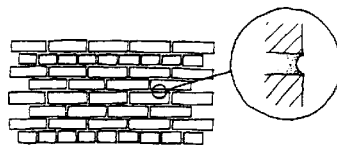
Spalling. The flaking of masonry due to frost, chemical reactions, or building movement.

Stretcher. The long side of a brick exposed in a masonry wall.

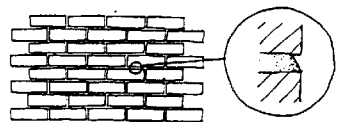
Stucco. A plaster-like exterior finish composed of portland cement, lime, and sand, mixed with water.

Masonry Features and Walls

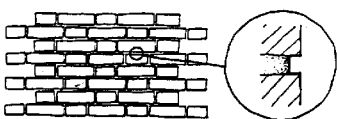
Brick bonds can be recognized by the distinctive patterns (shaded) created by brick headers and stretchers.



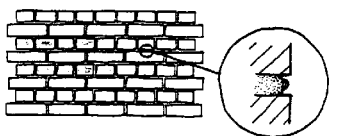
American bond with stuck joint.



Running bond with weathered joint.



Flemish bond with raked joint.



English bond with beaded joint.

The Architectural Design Guidelines for the H-2 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
City Department of
Community Planning and
Development, Room 162,
Municipal Building
215 Church Avenue, S.W.
981-2344.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

Basic Design Principles • Siding •
Windows and Doors • Roofs •
Additions and Auxiliary
Structures • New Construction •
Painting

✓ Use substitute materials such as cast epoxy or fiberglass with caution; they may be acceptable when a feature is missing and cannot be replaced in kind. Be sure to compare a sample of the proposed replacement with the original feature and consider how it is attached.

✗ Do not replace a missing feature with a new feature that is incompatible with the original materials.

✗ Do not use brick-text, dryvit, or permastone.

Siding

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT * CITY OF ROANOKE



German siding was popular in the H-2 District during the late nineteenth century.

Residences of the H-2 Historic District demonstrate the diversity of siding materials available in the late nineteenth and early twentieth centuries. Novelty siding (also known as German or drop siding), popular during the late nineteenth century, appears frequently as an exterior material. Many district bungalows and American Foursquares exhibit the wide, sawn clapboards characteristic of the Mid-Atlantic and Southern states, while many Queen Anne styles possess geometrically patterned wood shingles. These types of sidings help to define the visual character of a building.

IMPORTANT CONSIDERATIONS...

Historic wood siding is a distinctive feature of many Roanoke residences.

Changing or covering siding can often alter or destroy the authentic character of a building.

Both new and historic siding require periodic maintenance to give a building proper weather protection.

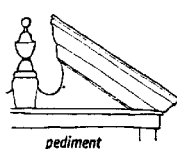
GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✕.

Retaining Existing Siding

✓ Identify and keep the original exterior siding materials as well as any unique siding. Important character-defining features include:

- decorative shingles
- texture
- pediments
- cornices and friezeboards
- beaded or novelty boards
- architrave mouldings
- examples of quality craftsmanship



pediment



decorative shingles

The H-2 District has a variety of siding and wood features and decorative details.

✕ Do not replace sound historic siding with new materials to achieve an "improved" appearance.

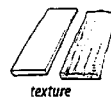
Preventing Deterioration

✓ Protect siding from water damage by:

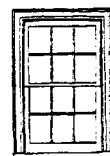
- repairing leaking roofs, gutters, and downspouts
- securing loose flashing around chimneys and other roof openings
- grading the ground to slope away from the building
- protecting against insect or fungus infestation
- replacing deteriorated caulking in joints
- replacing missing downspouts
- unclogging gutters
- using splash blocks

✓ Select good-quality, quarter-sawn siding free from knots, checks, or wild grain to prevent warping of replacement materials.

✕ Do not use chemical preservatives that change the appearance of exterior siding and wood features.



texture



architrave moulding

DEFINITIONS

Architrave. An ornamental molding used around doors and windows.

Caulking. A rubber-like compound used to seal cracks and joints and provide waterproofing.

Checks. Shallow, irregular cracks.

Clapboards. A type of wood siding, thicker along the lower edge than along the upper edge.

Cornice. Decorated trim-work placed along the top of a wall.

Entablature. The beam carried by columns, commonly decorated with trim molding.

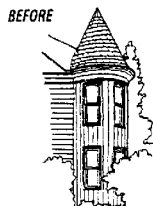
Flashing. Pieces of sheet metal or flexible membrane used to protect joints from water penetration.

Pediment. A decorative molding, typically triangular shaped, used over doors and windows.

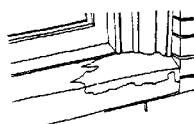
Shingles. Siding or roofing units typically made of wood, tile, concrete, or slate, used as a covering and applied in an overlapping pattern.

Weatherface exposure. The part of overlapping wood siding boards that is visible.

Siding



RECOMMENDED
Removing cover-up siding may restore the original character of a building.



Consider using epoxy to repair a damaged feature such as a window sill.

The Architectural Design Guidelines for the H-2 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia. For additional information, please contact: City Department of Community Planning and Development, Room 162, Municipal Building 215 Church Avenue, S.W. 981-2344.

FOR ADDITIONAL INFORMATION...
Refer to other brochures in this series on the following related subjects:

Basic Design Principles • Masonry Features and Walls • Windows and Doors • Roofs • Additions and Auxiliary Structures • New Construction • Painting

Removing Inappropriate Treatments

Some owners may wish to remove inappropriate treatments and restore the property to a more historic appearance. Examples of such treatments include:

- plywood or wood paneling
- simulated stucco
- exposed aggregate board
- simulated brick, asphalt, and asbestos shingles that cover original wood clapboards or shingles

✓ Assess the impact of removing any cover-up materials by first removing a small area of the material in an inconspicuous location.

Repairing Damage

✓ Repair cracks and splits by gently opening them, removing debris, and sealing with a waterproof glue.

✓ Consider using epoxy consolidants to rebuild deteriorated elements.

✓ Repair any deteriorated siding that is exposed following the removal of inappropriate treatments. Rot and insect infestation may have occurred.

✓ Remove deteriorated wood by cutting out damaged areas or removing affected elements, such as individual clapboards. Retain as much of the sound original material as possible and repair it by splicing in new materials of the same species.

✗ Do not replace a deteriorated feature if it can be repaired.

✗ Do not caulk the gap between overlapping clapboards when painting or making repairs. This traps interior water vapor within the wall and can lead to deterioration.

Replacing Missing Siding

✓ Replace missing siding using established preservation techniques, such as patching or piecing-in. Materials should conform exactly to the original in:

- size and shape
- color and texture
- joint and weatherface exposure

✓ Replace missing wood elements by using identical ones taken from an inconspicuous location, such as the rear or side of a building. Replace the borrowed elements with newly fabricated ones of the same design.

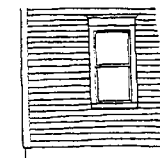
✗ Do not replace missing siding with new siding that is incompatible with the remaining materials.

Replacement and Substitute Siding

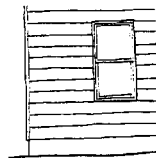
The application of vinyl or aluminum siding is discouraged because it can trap moisture and hide damage that needs to be repaired. It is acceptable, however, if necessary repairs are done and if new siding is of the same size and character as the original. Realize, however, that no material is completely maintenance-free. Even vinyl and aluminum sidings are subject to damage and fading and will be difficult to repair when dented, torn, or discolored. Only traditional colors should be used when choosing substitute siding.

✓ Maintain the architectural characteristics of a building when applying vinyl or aluminum siding by:

- installing the siding without damaging historic materials
- limiting the use of substitute sidings to wall surfaces, not architectural elements, such as door and window frames or porch fascia and trim
- matching the historic material in dimension, profile, and texture
- installing the siding in the same direction as the existing siding
- installing cornerboards that match the width of the original cornerboards



✓ original widths and details



✗ incorrect widths and details

When installing substitute siding, maintain the original clapboard and cornerboard widths and keep window frames, door frames, and other details.

✗ When applying vinyl siding under eaves and overhangs, do not install it with seams perpendicular to the building. Use siding that runs parallel to the building.

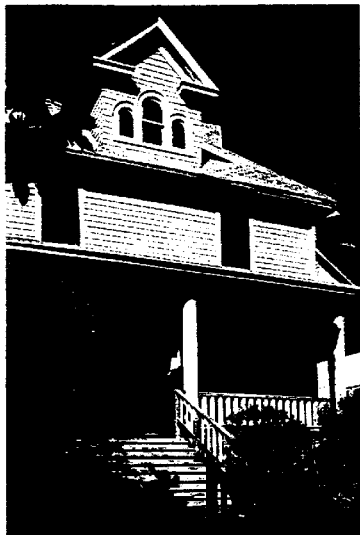
✓ Remember to repair problems, such as water penetration or insect infestation, before installing aluminum or vinyl siding.

✗ Do not install substitute siding so that it obscures or requires the removal of decorative features, such as cornices, entablatures, brackets, vents, or louvers.

✗ Do not use substitute siding with artificial wood-graining.

Windows and Doors

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT * CITY OF ROANOKE



The windows and entry door of the front facade give a building much of its architectural identity.

Windows and doors are especially important in rehabilitations. Their size, shape, pattern, and architectural style not only provide architectural character but give a building much of its scale, rhythm, and detail.

IMPORTANT CONSIDERATIONS...

Windows and doors are important in providing interest and detail to a building's appearance.

Periodic maintenance is necessary to prevent deterioration and maintain thermal efficiency.

Storm windows, doors, and other energy conservation efforts need not detract from a building's appearance.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments not recommended and other warnings are indicated by ✗.

Retaining Existing Windows and Doors

✓ Identify and keep the original materials and features of windows and doors. Important characteristics include:

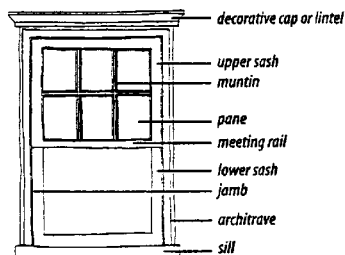
- size
- shape
- glazing
- muntins
- moldings
- fanlights
- sidelights
- hardware
- shutters

✓ Retain specialty windows such as:

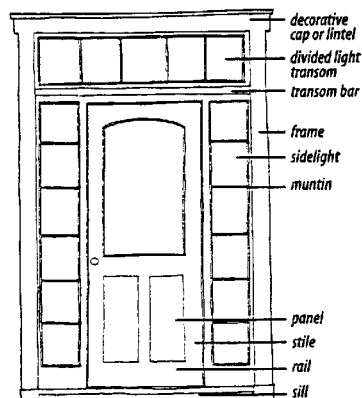
- stained glass
- etched glass
- leaded glass
- colored glass
- other specialty glass

✓ Seek expert professional advice on preservation, rehabilitation, and repair of specialty windows.

✗ Do not enlarge or fill in windows or doors on any prominent side of a building.



Characteristic features of a double-hung window.



Characteristic features of an entry door.

Windows and Doors

DEFINITIONS

Architrave. An ornamental molding used around doors and windows.

Caulking. A rubber-like compound used to seal cracks and joints and provide waterproofing.

Cross-bucks. Decorative cross braces.

Fanlight. A semi-circular window over the opening of a door, with radiating muntins in the form of a fan.

Flashing. Pieces of sheet metal or flexible membrane used to protect joints from water penetration.

Glazing. Pieces of glass making up a window.

Jamb. The vertical framing at either side of a door or window.

Lintel. A horizontal beam over an opening which carries the weight of the structure above.

Meeting rail. In a double-hung window, the horizontal member at the top of the lower sash, or the bottom of the upper sash.

Moldings. Decorative trim.

Mullion. Vertical member separating (and often supporting) windows, doors, or panels.

Muntins. Framing members that hold panes of glass within a window.

Pane. A flat sheet of glass used for glazing a window.

Sash. The framework of a window that holds the panes of glass and slides vertically or pivots.

Sidelight. A framed area of glass alongside a door or window opening.

Stile. A vertical, structural component of a door or window.

Transom. A fixed or operable sash above a door or window.

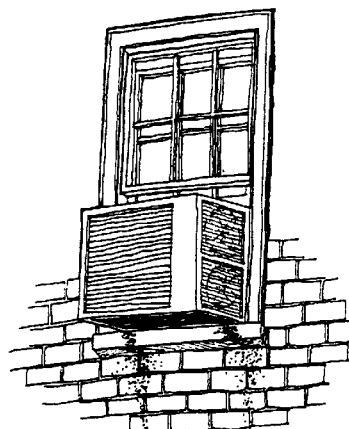
Transom bar. The framing member that separates the door opening from the transom window.

Weatherstripping. A strip of synthetic rubber applied to exterior doors and windows to halt air and water penetration.

Maintenance

✓ Protect wood windows and doors from water damage by:

- repairing leaky window-unit air conditioners
- replacing cracked or loose glazing putty
- repairing deteriorated caulking and flashing



Repair leaking window-unit air conditioners.

- ✓ Protect metal windows and doors from deterioration by:
 - keeping steel windows and doors painted
 - keeping different metals free from contact with each other

✓ Reuse existing windows and doors after repairing frames and jambs.

✓ Make windows weather-tight by replacing deteriorated weatherstripping.

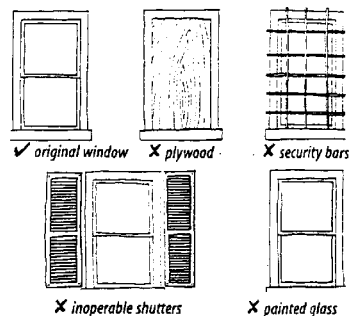
✓ Protect windows and doors from water damage by ensuring that their sills slope away from the building and provide water run-off.

✗ Replace windows to improve thermal efficiency only as a last resort; match existing windows.

Removing Inappropriate Treatments

✓ Remove the following inappropriate window or door treatments:

- sheet metal or plywood that cover openings
- masonry or other infill materials that enclose original openings
- security bars, grates, or grilles
- inauthentic or inoperable shutters attached directly to the exterior wall
- paint applied to the interior or exterior surface of glass



Remove inappropriate window treatments.

Repairing Damage

✓ Recaulk joints and repair loose glazing putty where water enters at window or door frames.

✓ Repair deteriorated wood by patching, splicing, consolidating, or reinforcing.

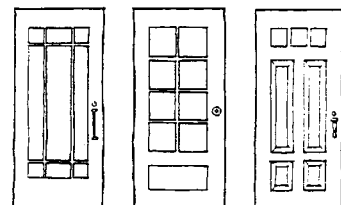
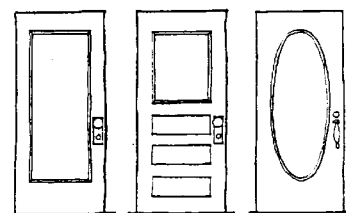
✓ Repair loose, cracked, or missing window panes.

✗ Do not replace an entire window that needs only limited repair.

Replacing Missing Windows and Doors

✓ Replace missing doors and windows with new ones that duplicate the originals in:

- size and shape
- sash, pane, or panel configuration
- materials and color



A variety of door styles can be found in the H-2 District. When selecting a replacement door, choose a traditional design that is compatible with the style of your building.

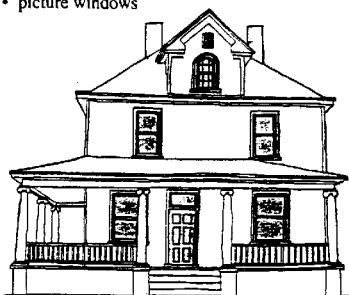
Windows and Doors

- ✓ Consider new replacement windows and doors only when old replacements are unavailable. New replacements should be compatible in
 - size and shape
 - proportion
 - design

- ✓ Choose an inconspicuous location, such as the rear or least visible side of a building, when a change of building use requires the conversion of a window to a door or the addition of a new window or door.

- ✗ Avoid eliminating windows or doors from any prominent side of a building.

- ✗ Do not use replacement windows and doors that are not characteristic of a house's style or create a false historic appearance, such as
 - awning or casement windows
 - contemporary glazing patterns
 - doors with cross-bucks
 - picture windows



Appropriate replacement windows and doors.

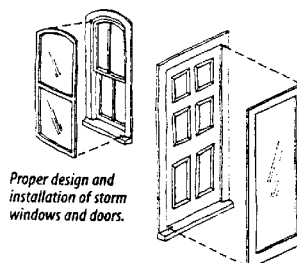


Inappropriate replacement windows and doors.

Energy Efficiency

- ✓ Install appropriate weatherstripping, such as rolled vinyl strips, to reduce air infiltration.
- ✓ Use storm windows and doors to improve the thermal efficiency of existing windows and doors as long as:
 - they are made of wood or metal and are

- painted to match the sash
- they are set into the existing window or door opening rather than attached to the frame
- storm windows repeat the pattern of principal muntins and meeting rails
- storm doors are primarily glass, revealing as much of the original door as possible



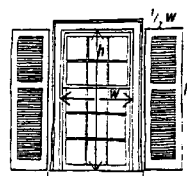
Proper design and installation of storm windows and doors.

- ✗ Do not decrease the size of openings or use reflective glass to achieve energy efficiency.

- ✗ Do not use window air conditioners on the primary facade of a residence. If necessary, locate window units in openings on less prominent sides of a building.

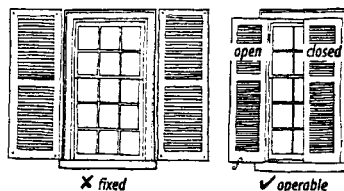
Shutters

- ✓ Each shutter should be equal to the height of the window opening, but one-half its width.



Properly sized shutters.

- ✓ Shutters should be operable and hung so that the slats shed water away from the window or door when closed.



✗ fixed

✓ operable

- ✗ Do not use shutters on windows and doors where they were not present historically. Most buildings in the district did not have shutters.

- ✗ Do not nail shutters to the building.

The Architectural Design Guidelines for the H-2 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
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Municipal Building
215 Church Avenue, S.W.
981-2344.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

Basic Design Principles • Masonry Features and Walls • Siding • Additions and Auxiliary Structures • New Construction • Painting

Roofs

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE



Multiple roof shapes and patterned slate create varied rooflines that add architectural interest to the district.

Architectural styles are often identified by the form and materials of the roof, which is an important design feature.

Poor roof maintenance contributes to the rapid deterioration of historic building materials—including masonry, exterior siding, and paint—and may result in hidden structural damage.

IMPORTANT CONSIDERATIONS...

The shape and materials of a roof are important in expressing a building's style; roof features and details help to express its individual character.

A well-maintained roof and gutter system will help prevent the deterioration of other parts of a building.

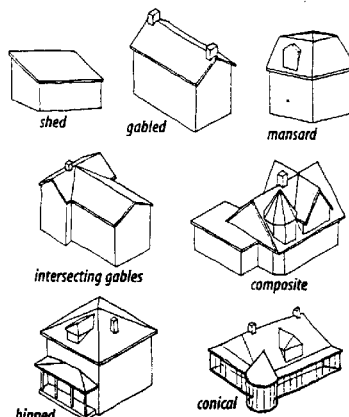
Changing, removing, or adding materials or features to a roof can often alter or destroy a building's character.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Retaining Existing Roofs

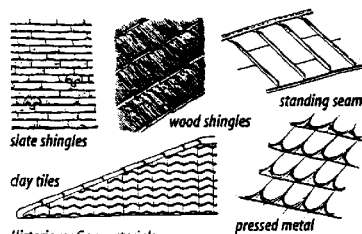
- ✓ Identify and keep the original materials and features of roofs, including:
 - overall shape and form
 - patterning and colors
 - built-in gutters
 - finials
 - cresting and snow guards
 - chimneys
 - dormers
 - cupolas
 - ridgecaps



Historic roof forms.

✓ Retain built-in gutters that are usable, and maintain them by inspecting the metal liners and joints annually. Adding exterior gutters will change the look of the roof.

✗ Do not remove historic roofing materials, such as slate, clay tile, wood shingles, or metal, that are still in good overall condition.



Historic roofing materials.

Maintenance

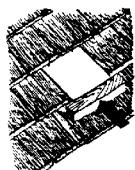
- ✓ Keep standing seam and pressed-metal roofs painted and all seams tightly crimped.
- ✓ Regularly inspect flashing at ridges, hips, valleys, chimneys, vents, dormers, and skylights, and replace when deteriorated.
- ✗ Avoid applying coatings or weatherproofing to an entire roof. Such products may be appropriate to repair localized problems, but their general use can alter the roof's overall appearance.

Roofs

- ✗ Do not apply paint or other coatings to historically uncoated roofing materials.

Repairing Damage

- ✓ Carefully remove and store existing slate, tiles, or shingles when making repairs to roofing substructure and replace them once repairs are complete.
- ✓ Replace damaged slate, wood, or cement-asbestos roofing shingles using the "copper-tab" or "hidden-nail" methods of shingle replacement or other established preservation techniques.



Copper-tab method of shingle replacement.



Hidden-nail method of shingle replacement.

- ✓ Hand scrape rust from metal roofs with a wire brush and apply an iron-oxide metal primer before repainting.

- ✗ Do not use roofing-cement patches on non-asphalt roofs. Prolonged exposure to sun will cause roofing cement to dry, crack, and curl, thus trapping water and hastening roof deterioration.

Replacing Missing Elements

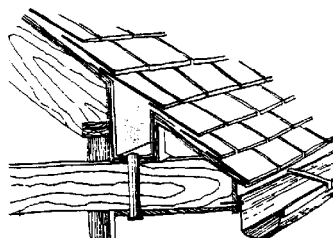
- ✓ Replace missing roofing features with materials that conform to the original in:
 - size and shape
 - color and texture
 - pattern
- ✗ Do not remove a roofing feature, such as a chimney or dormer without replacing it; likewise, do not replace it with a new feature that is incompatible with the character of the building.

Gutters and Downspouts

- ✓ Clean gutters and downspouts regularly, ensuring that all joints and connections are tight. Install leaf guards at downspout inlets to prevent clogging.
- ✓ Resolder open joints and patch holes in hung-metal gutters and gutter liners. This type of soldering generally requires an experienced contractor.
- ✓ Use epoxy consolidants to repair wood gutters. Prime and apply two finish paint coats to exposed surfaces. Wood gutters should be treated with wood preservatives containing water repellents.

- ✓ Consider decking-over the built-in system and installing a half-round, hung-metal gutter only when:

- a built-in gutter is seriously damaged
- the materials used to deck-over the built-in gutter conform to the surrounding roofing materials in size, shape, color, texture, and pattern
- the new hung-metal gutter does not obscure or cover an existing decorative cornice
- the installation of the new gutter does not damage or destroy the adjacent cornice, rafters, or roofing materials



Acceptable method for roofing over built-in gutters.

Dormers and Skylights

- ✓ Retain the character, materials and roof forms of existing dormers.
- ✓ Locate new dormers on less prominent roof slopes whenever possible.
- ✗ Do not add skylights or roof-top utilities, such as mechanical equipment and solar collectors, to the primary slope of a roof.



Do not locate skylights on the predominant roof slope.

- ✗ Do not enclose dormer windows.
- ✗ Do not replace dormer windows with vents, louvers, or exhaust fans.
- ✗ Do not make a new dormer wider than the window or windows it contains, and never the width of an entire room.

DEFINITIONS

Cornice. Decorated trim-work placed along the top of a wall.

Cupola. A small dome on a circular or polygonal base that caps a roof or turret.

Decking-over. Securing a structural surface and roofing materials over a void space.

Dormer. A window that projects from a sloping roof.

Downspout. A vertical pipe used to conduct water from a gutter to the ground.

Flashing. Pieces of sheet metal or flexible membrane used to protect joints from water penetration.

Hip. The sloping, triangular shaped end of a roof.

Pressed metal. Metal that has been pressed into decorative shapes.

Repoint. To replace deteriorated mortar in the joints between bricks or masonry units.

Ridge. The uppermost junction of two sloping roof surfaces.

Standing seam. The seam between adjacent sheets of metal roofing.

Valley. The gutter formed by the intersection of two inclined roof planes.



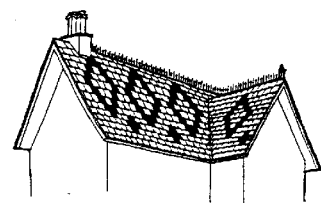
A dormer should be only as wide as the window it contains.

Chimneys

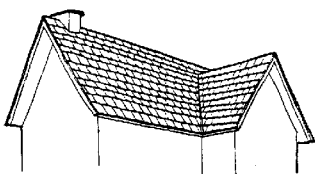
- ✓ Repair flashing that has come loose from the vertical wall of a chimney by re-installing and sealing it with a high-quality urethane caulk.
 - Holes in copper flashing can be repaired with a soldered patch.
 - Holes in aluminum flashing can be repaired using a temporary cold-patch method. The patch should be inspected at least twice a year to make sure it is still holding.
- ✓ Employ an experienced chimney sweep or mason when a chimney:
 - needs cleaning
 - needs repointing of mortar
 - needs loose bricks replaced
 - has cracks in the flue lining
 - is leaning

Replacement and Substitute Materials

When the use of traditional roofing materials is not feasible, suitable alternative materials may be used.



Maintain original features of a roof, such as patterned shingles, cresting, and chimney pots.



Removing decorative features and using simpler materials will diminish a roof's character.

- ✓ When it is not feasible to replace standing-seam and pressed-metal roofs with the same materials, explore the use of prefabricated, battened-metal roof systems.

- ✓ Replacements for wood shingles include:
 - fiberglass shingles
 - cement-asbestos shingles
 - heavy-duty asphalt shingles

- ✓ Replacements for slate include:
 - mineral-fiber shingles
 - simulated-slate concrete tiles
 - stained-wood shingles
 - fiberglass or asphalt shingles, only in rare instances

- ✓ Check local salvage yards as sources for suitable replacement roofing.

- ✓ When replacing roofing materials, be sure to re-install or replace associated roof detailing, such as ridgecaps and snowguards.

- ✓ Use substitute materials or replacement parts that retain the visual appearance of the original roof and that are physically and chemically compatible. Substitute materials should match the original in:

- | | |
|---------|-----------|
| • scale | • texture |
| • color | • pattern |

Roofs

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Basic Design Principles •
Masonry • Siding • Painting •
Additions and Auxiliary
Structures • New Construction

Porches

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE



Porches are characteristic features of almost every architectural style found in the H-2 District.

Porches are important character-defining features for most residences in the H-2 district. Porches help make a transition between the house and its landscape surroundings. They are often the most highly decorated element of a facade and likely to be representative of a particular architectural style. Victorian styles may display lace-like brackets and spindlework; bungalow porches often have tapered box columns; Colonial Revival porticos generally have classical details.

IMPORTANT CONSIDERATIONS...

Porches are an important part of the character of Roanoke's residences and neighborhoods.

Open porches help make a transition between the house and its landscape.

Porches and their associated features provide interest and detail to a building's appearance.

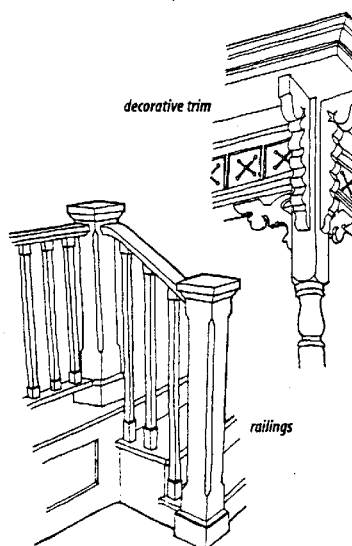
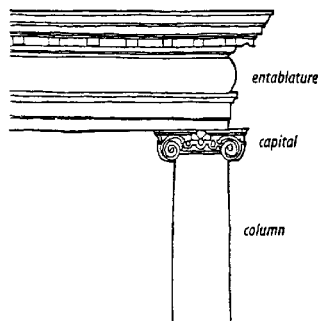
GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments not recommended and other warnings are indicated by ✗.

Retaining Existing Porches

✓ Identify and keep the original materials and features of porches. Important character-defining features include:

- | | |
|-------------------------|-------------------|
| • columns | • entablatures |
| • steps | • posts |
| • railings | • lattice |
| • pilasters | • decorative trim |
| • beaded board ceilings | • foundation |



Characteristic features of porches.

✗ Do not alter or remove a porch on the principal facade of a building.

Preventing Deterioration

- ✓ Protect wood porches from water damage by:
 - cleaning faulty or clogged gutters
 - repairing leaking roofs
 - maintaining appropriate slope of flooring
 - repairing faulty flashing
- ✓ Paint porch flooring rather than staining or leaving natural.

Porches

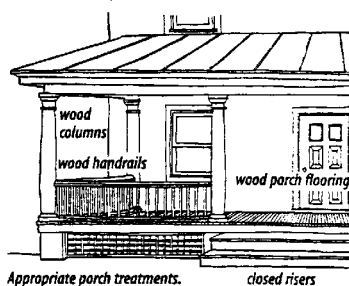
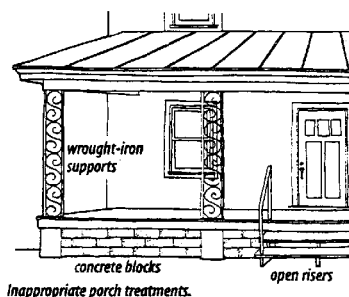
- ✓ Protect architectural materials, such as wood, masonry, and metal, from:
 - the ill-effects of rust
 - insect or fungus infestation
 - prolonged exposure to weather

- ✓ Prevent warping of replacement floor boards by selecting good-quality, quarter-sawn material free from knots, checks, or wild grain.

- ✓ Treat all wood features that have been stripped of paint prior to repainting with a wood preservative or water repellent to prolong the life of the wood. Check the manufacturer's recommendations for compatibility with latex or oil-based paints.

Removing Inappropriate Materials

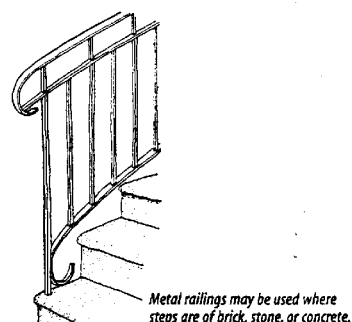
- ✓ Remove the following inappropriate materials and treatments not suited to residential buildings in the H-2 District when making repairs or as part of a comprehensive building rehabilitation:
 - open-riser wood stairs
 - decorative wrought-iron porch supports
 - inappropriately installed lattice panels (see below)
 - decking used as porch flooring



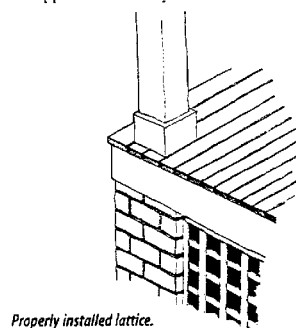
- ✓ Replace inappropriate materials with the following more appropriate ones, taking into consideration the architectural style of the building:
 - wood columns
 - tongue-and-groove wood porch flooring
 - wood or wrought-iron railings

- ✓ Use wood handrails that repeat the form, size, detailing, and color of the porch railing, particularly when the porch steps are wood. In some cases, metal handrails may also be acceptable.

- ✓ Where porch steps are of brick, stone, or concrete, it may be appropriate to install simple metal railings if they attach directly to the porch column and bottom tread of the steps and are painted a dark, unobtrusive color. Pipe railings also may be acceptable on masonry stairs.



- ✓ Install porch lattice properly
 - locate lattice under porch floor fascia and between piers
 - attach to wood blocking, recessing the lattice slightly from the face of the piers
 - use a horizontal/vertical (preferable) or diagonal lattice arrangement
 - trim lattice opening with molding
 - paint or stain lattice
 - use plywood backing painted black if added support is necessary



DEFINITIONS

Balusters. A series of short, vertical members that support a handrail.

Balustrade. An entire railing system, including handrail, balusters, and bottom rail.

Capital. The topmost member, usually decorated, of a column.

Checks. Shallow, irregular cracks.

Columns. A round, vertical support consisting of a base, shaft, and capital.

Entablature. The beam carried by columns, commonly decorated with trim molding.

Facade. The front or principal exterior face of a building.

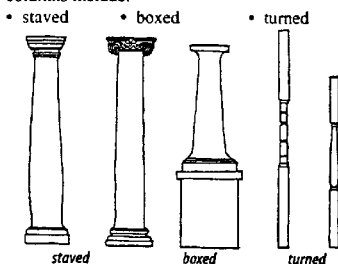
Fascia. A plain, wide horizontal band, supported by columns or posts.

Repairing Damage

- ✓ Use pressure-treated wood when repairing or replacing exterior wood features such as porch handrails, balusters, steps, and floorboards. Expose wood to the weather for one year before painting.
- ✓ Repair cracks and splits in wood features by gently opening them, removing debris, and sealing with a waterproof glue.
- ✓ Remove deteriorated wood by cutting out damaged areas or removing affected elements, such as individual floor boards. Retain as much of the sound original material as possible and make repairs by splicing or patching in new materials of the same species.
- ✓ Consider using epoxy consolidants to rebuild missing or deteriorated elements, such as wood handrails or balusters.
- ✗ Do not remove deteriorated features that need only limited repair.

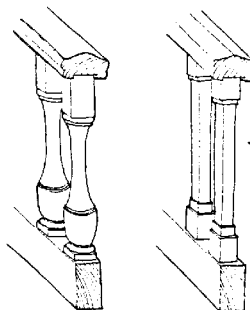
Replacing Missing Features

- ✓ Where a porch feature is missing, replace it using materials compatible to the original in:
 - size and shape
 - material
 - detail
 - color and texture
- ✓ In some cases, Old Southwest, Inc. may be aware of sources of materials.
- ✓ Where a porch feature, such as a handrail, is missing and there is no evidence of its historic appearance, replace it with a new feature of an appropriate design.
- ✓ Use historical information, photographs, and drawings to reproduce a missing porch. Such information may be obtained from the Virginia Room at the Main City Public Library, the library at VPI&SU, and the neighborhood files of Old Southwest, Inc.
- ✓ Use the proper type replacement column for the style of house, based on existing evidence or historical information. Appropriate replacement columns include:



Appropriate types of replacement columns.

- ✓ Where porch posts or columns are missing, try to find suitable replacements from salvage yards or order custom reproductions from local millwork shops or national manufacturers.

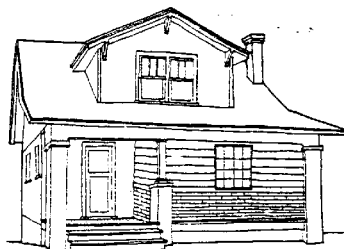


Traditional design for porch railing and baluster.

Compatible replacement railing and baluster.

Enclosing Porches

- ✓ Enclosing a porch may be appropriate when:
 - the porch occurs on the rear or least inconspicuous side
 - the enclosure is designed in a manner that does not obscure, damage, or destroy any existing character-defining features of the building
 - the enclosure is designed to retain the open quality of the original porch by using large sheets of glass and by recessing the enclosure wall behind existing columns, balustrades, and scrollwork
- ✗ Avoid enclosing a porch on the front or prominent side of a building.



Enclosing a porch with solid materials is not appropriate.

Replacing Porches

- ✓ Where a porch is completely missing, use historical evidence to duplicate the original, or design a new porch that is compatible with the building in:
 - scale
 - use of materials
 - length and width
 - detail

Porches

Flashing. Pieces of sheet metal or flexible membrane used to protect joints from water penetration.

Lattice. A type of screening consisting of diagonal strips of wood.

Pilaster. A partial column or post engaged with a wall.

Portico. A formal porch consisting of a roof supported by columns.

Post. A vertical support, typically of wood, no greater than 8" square.

Riser. The board that forms the vertical face of a step.

Shoe molding. A simple moulding typically used where a floor meets a wall.

Tread. The board that forms the horizontal part of a step.

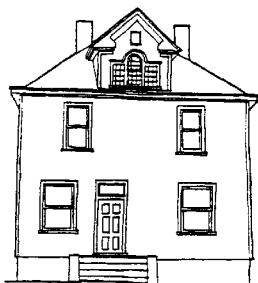
Porches

✓ Use pressure-treated or decay resistant wood for all elements—support columns, joists, floor boards, rails, balusters, and steps—when reconstructing a porch. Prime and paint all elements.

✗ Do not fail to finish reconstructed porches or porch features with a coat of paint or stain. See *Painting* for more information on finishing porches.



Porches give houses character.



Removing a porch from a house destroys its character.

Adding New Porches or Decks

✓ See *Additions and Auxiliary Structures*.

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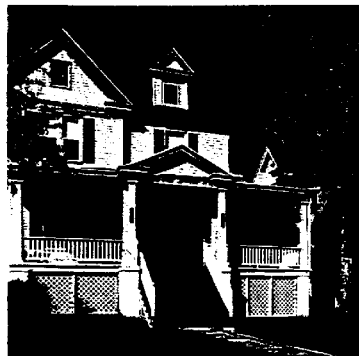
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*Basic Design Principles • Siding •
Roofs • Painting • Walks,
Steps and Stairs • Additions
and Auxiliary Structures • New
Construction • Signs*

Painting

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE



Attention to the architectural style and detailing of a building is important in selecting an appropriate paint color scheme.

The use of color, much of which results from painting various building features, is an important part of architectural style. Although the H-2 District currently has no restrictions regarding paint colors, property owners are encouraged to repaint with colors that are historically appropriate to the building style and district. In addition to aesthetics, painted surfaces provide protection to many building materials, such as wood and metal. Maintaining a coat of paint on such surfaces is an important aspect of building upkeep.

IMPORTANT CONSIDERATIONS...

The style of a building determines its range of appropriate colors. Not all buildings should be painted white.

Generally, the more elaborately detailed a building, the more important the role of color.

Although paint is often used to refresh a building's appearance, proper surface preparation is important to ensure a stable and long-lasting finish.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

✓ Identify and preserve all character-defining features of a building that traditionally have been painted by maintaining their paints, finishes, and colors.

✓ Remove paint from any type of surface only when there is evidence of deterioration, such as:

- peeling
- alligatoring
- excessive build-up that conceals important detailing

✓ Remove deteriorated paint only down to the next intact layer using the gentlest means possible, such as:

- hand-sanding
- mild chemical strippers
- hand-scraping or wire-brushing

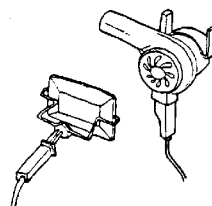


Hand scrapers, sandpaper, wire brushes, or mild chemical strippers will generally remove deteriorated paint.

✓ Ensure that all lead-based paint removal occurs according to current health and safety standards. The use of protective clothing, proper clean-up, and other measures is necessary to ensure hazard-free removal.

✓ Document historic paint colors when removing old paint so that such information is available for future potential restoration efforts.

✓ Exercise caution when using a heat plate or heat gun to remove paint. The improper use of these tools can damage building materials and increase the risk of fire.



Exercise caution when using heat plates or heat guns to remove paint.

DEFINITIONS

Alligatoring. Surface cracking of paint layers that resemble the appearance of an alligator's skin.

Bonding pattern. An overlapping arrangement of masonry or brickwork in a wall. Common bonding patterns are: American bond, Common or Running bond, English bond, and Flemish bond.

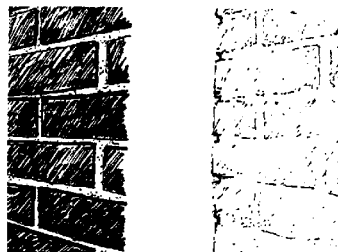
Chalking. The formation of a powdery deposit on a painted surface.

Painting

- ✗ Do not remove paint from any surface using abrasive stripping techniques such as:
 - sandblasting
 - caustic solutions
 - propane or butane torches
- ✗ Do not radically change the type of finish, main color, or overall color scheme of a building so that the character of its exterior appearance is diminished.
- ✗ Do not strip paint where it is firmly adhered to any type of surface.

Masonry and Stucco

- ✓ Maintain and repaint historically painted masonry. Masonry buildings that historically have been painted—perhaps because of the use of soft brick or incompatible later brick infill—should not be stripped.
- ✓ Remove paint from masonry only when:
 - the paint is not historic
 - removing the paint will not reveal visual problems
 - the process of removal will not damage the masonry
- ✓ Use low-pressure water as a supplement to other acceptable paint removal techniques only on masonry buildings.
- ✗ Do not paint unpainted masonry. Paint destroys the visual character of brick or stonework, such as texture and bonding pattern. Painted masonry requires significantly greater upkeep and may hide problems.



Details, such as texture and mortar joint character, are lost when masonry is painted.

Wood and Wood Siding

- ✓ Remove excess layers of deteriorating paint to facilitate window and door operation and to restore original detailing.
- ✓ Follow manufacturer's directions carefully when using chemical stripping products to avoid damage to wood surfaces or personal injury.
- ✗ Do not remove paint to bare wood, or then apply clear finishes or stains to give a building a "natural" look.

- ✗ Do not remove paint from historic woodwork unless it is peeling. Most other conditions such as mildew, staining, or excessive chalking only require a thorough surface cleaning before repainting.

Metal

- ✓ Use stronger methods of paint removal such as low-pressure grit-blasting on metal features only after methods such as hand-scraping and wire-brushing have proven ineffective. Such techniques should be used only on harder metals such as:
 - cast iron
 - wrought iron
 - steel
- ✓ Remove rust build-up completely from galvanized metal or terne-coated steel by hand-scraping with a wire brush prior to repainting.
- ✗ Do not paint metals that are meant to be exposed, such as copper and bronze.

Color Schemes

- ✓ Choose a simple color scheme. Most houses require no more than four colors:
 - roof color
 - wall color
 - major accent color for trim areas such as porch, cornice, and window frames and sashes
 - minor accent color for the front door, small decorative details, and, occasionally, window sashes



□ roof □ wall □ major trim ■ minor trim / accent

Color is directly related to a building's style. Color schemes for most buildings, regardless of style, usually require no more than four colors. See the related brochure *Architectural Styles* for specific color suggestions for particular styles.

- ✓ A building's color scheme should be in keeping with its architectural character and should not overwhelm neighboring buildings.
- ✓ Investigate appropriate color schemes by consulting historic paint catalogs and historic photographs of the building (for light/dark relationships) or by analyzing paint scrapings from the building itself.

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Architectural Styles • Basic Design Principles • Masonry Features and Walls • Siding • Windows and Doors • Porches • Walks, Ramps and Stairs • Walls and Fences • Additions and Auxiliary Structures • New Construction • Signs

Walks, Ramps, and Stairs

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE



Ramps often can be incorporated into the side of a porch so that significant architectural details remain undisturbed.

Walks and steps traditionally have been used to make a transition between public and private space and between areas of different elevation on a site. Many older homes in the H-2 District have steps and a private walk linking the porch or front door to the city sidewalk, sometimes with an additional set of steps if the house is located significantly above street level.

Non-residential buildings and residences that have been converted to business use increasingly rely on ramps or mechanical devices to meet universal accessibility standards and codes. Alterations to existing circulation systems and the provision of improved accessibility can often pose a challenge to the retention of a building's architectural character.

IMPORTANT CONSIDERATIONS...

Walks and steps are often characteristic features of a building and its relationship to a site.

Carefully integrating ramps or other devices into the existing design of a building can often improve its accessibility while retaining its architectural character.

GUIDELINES FOR PRESERVATION AND REHABILITATION

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Retaining Existing Features

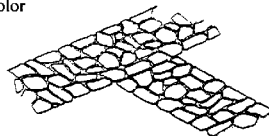
- ✓ Identify and keep all important features of existing walks, ramps, and stairs, such as:
 - materials
 - shape
 - railings
 - risers and treads

- ✓ Repair or replace rather than remove deteriorated walks or steps.
- ✓ Supplement rather than replace a building's existing walks and steps when incorporating ramps and other additions in an effort to provide universal accessibility.

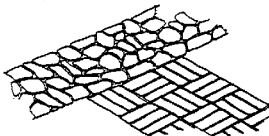
Walks

- ✓ Additions to existing walks should match the original in:

- materials
- texture and finish
- paving pattern
- mortar joints
- color



✓ using similar walkway materials



✗ using different walkway materials

Use similar materials when extending a walk.

- ✓ Use materials that will provide an even, paved surface. Appropriate paving materials for the historic district include:

- brick
- finished concrete
- decorative pavers and flagstone



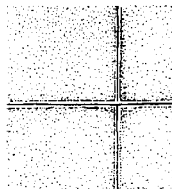
brick pavers



flagstone



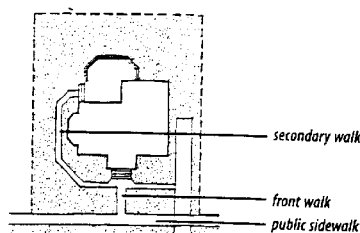
decorative pavers



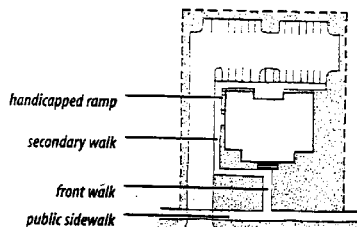
finished concrete

Appropriate paving materials for walks.

Walks, Ramps and Stairs



Residential walks may include the public sidewalk, a front walk, and a secondary walk.



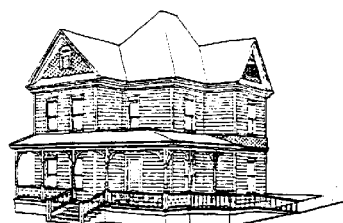
Business walks also include the public sidewalk, a primary walk, secondary walks to the parking lot, as well as handicapped ramps.

- ✓ The location of a new walk should reflect foot traffic patterns. Typically a walk will connect the front door with a parking area or the sidewalk in front.
- ✓ New walkways should be compatible with the architectural character of the house and its setting with respect to:
 - materials
 - color
 - scale
 - grade
- ✓ Restore uneven walks to level condition by:
 - adding fill material where settling has occurred
 - resolving drainage problems that contribute to frost heaving
 - shaving or removing minor tree roots that cause heaving
 - relocating or diverting the walk to avoid major tree roots

✗ Do not locate walks close to large trees with roots that may displace paving materials.

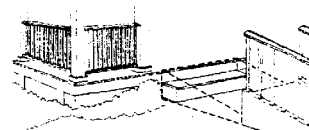
Ramps

- ✓ Check building code for requirements on ramp slopes, handrail or balustrade heights, landings, and the spacing of balusters.
- ✓ Locate ramps at the rear or side of a building where there is direct access to parking areas.



Locate ramps to the side or rear of a building.

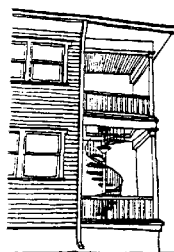
- ✓ Locate ramps to avoid damaging or destroying important landscape elements, such as mature trees.
- ✓ Make ramps and railings simple and inconspicuous, using materials that are compatible with the building but that do not duplicate its architectural design.
- ✗ Do not install a ramp that will obscure or damage important features of a building.



When possible, make ramps removable so that a building can be returned to its earlier appearance if the ramp is no longer needed.

Stairs

- ✓ Make new or replacement stairs that relate to walkways and are compatible in width and materials. Stairs that relate to a porch should be compatible in their materials and paint colors and should have a width that relates to the dimension between adjacent porch columns.
- ✓ Use materials that are in character with historic properties when installing new stairs, such as:
 - wood
 - brick
 - concrete
- ✓ Design secondary stairs to be as inconspicuous as possible and locate at the rear or least visible side of a building.



A spiral staircase, inconspicuously located, may conserve space and provide another exit.

DEFINITIONS

Balusters. A series of short, vertical members that support a handrail.

Balustrade. An entire railing system, including handrail, balusters, and bottom rail.

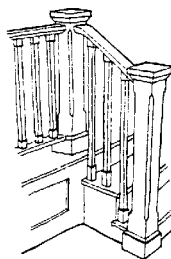
Repoint. To replace deteriorated mortar in the joints between bricks or masonry units.

Riser. The board that forms the vertical face of a step.

Spalling. The flaking of masonry due to frost, chemical reaction, or building movement.

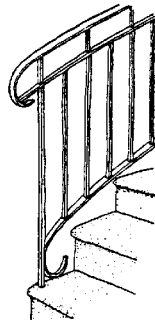
Tread. The board that forms the horizontal part of a step.

- ✓ Use wood railings on porch stairs. Handrails should repeat the form, size, and detailing of the porch railing. Paint the handrails white or the color of other trim on the building. In some cases, metal pipe railings may be acceptable on wood stairs.



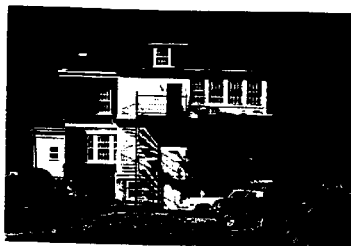
Porches with wood steps should have closed risers and wood handrails.

- ✓ Use wrought-iron or pipe railings on stairs along walks not directly adjacent to a porch.
- ✓ Wrought-iron railings of a simple design may be appropriate on brick, stone, or concrete porch steps if they attach directly to the porch column and bottom stair tread and are painted black or a dark trim color used on the building. Pipe railings may be acceptable on masonry stairs.



Porches with masonry steps may have simple wrought-iron handrails.

- ✓ Replace wood risers and treads that are worn, sagging, broken, or rotted.
- ✓ Repoint brick stairs with deteriorated mortar joints. See *Masonry Features and Walls* for more information on proper repointing techniques.
- ✓ Check concrete and stone steps for broken corners, cracks, and spalling.
- ✓ Install riser boards on all wood stairs.
- ✗ Do not install a stair that will obscure or damage important features of a building.



An exterior rear stair can provide necessary access without having a major effect on the exterior appearance of the house.

Walks, Ramps and Stairs

The Architectural Design Guidelines for the H-2 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
City Department of
Community Planning and
Development, Room 162,
Municipal Building
215 Church Avenue, S.W.
981-2344.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

*Basic Design Principles •
Masonry Features and Walls •
Siding • Porches • Painting •
Lighting, Utilities and Trash
Containers • Walls and Fences •
Additions and Auxiliary
Structures • New Construction •
Parking Areas*

Lighting, Utilities and Trash Containers

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE

Outdoor lighting—whether freestanding or attached to a building—affects not only the safety and security of buildings within the H-2 District, but also their daytime and nighttime appearances. Historically, buildings in the district generally had little exterior lighting other than a porch ceiling fixture. While some houses still retain their exterior light fixtures, many more do not. Selecting a suitable replacement fixture from those that are both commercially available and affordable requires careful consideration. Since many fixtures are of colonial or contemporary design, only those that are somewhat restrained in appearance may be compatible with the architecture of the district.

Numerous other utilities and public services are associated with residences and businesses in the H-2 District, including pipes, wires, and meters for gas, water, electric, telephone, and cable television service, heating and cooling equipment, fuel storage tanks, television antennae, and satellite dishes, trash containers, and recycling bins. While such utilities are necessary for living or conducting business, they sometimes come at the expense of a building's appearance or structural integrity.

IMPORTANT CONSIDERATIONS...

Historic light fixtures are an important part of a building's architectural character.

Light fixtures that evoke an earlier or later period can give a house a false historic appearance.

Excessive light intensity and glare detract from the residential character of the H-2 District.

The architectural character of a building can be destroyed by numerous or obtrusive placement of utilities or trash containers.

Putting overhead wires underground may reduce the likelihood of service interruptions, personal injury, or utility-related tree pruning.

GUIDELINES FOR PRESERVATION AND COMPATIBLE DESIGN

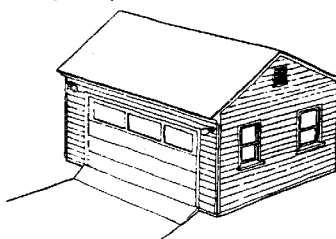
- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.



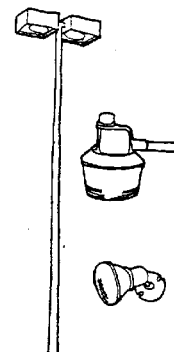
Public utility meters are clustered together inconspicuously near the rear of the house, and the window air conditioner has been placed in a rear window.

Lighting

- ✓ Keep historic light fixtures that are either original or a later, significant addition and use appropriate techniques for repairing them.
- ✓ Obtain replacement fixtures of a similar period, style, and size from a salvage supply or antique shop if existing fixtures are too severely damaged or missing.
- ✓ Choose a compatible light fixture from a commercial manufacturer if a suitable replacement cannot be found. Unless a design is specifically appropriate for your building, choose a light fixture that is simple and unobtrusive.
- ✓ Limit the exterior lighting of residential buildings to that necessary for convenience and safety. In most instances, traditional porch lighting is adequate.



Low voltage lights installed at a garage help provide security.



Do not use tall light standards, high-intensity security lights, or unshielded spotlights.

DEFINITIONS

Condensate. Water that is extracted from the air.

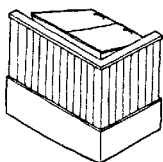
Lattice. A type of screening consisting of diagonal strips of wood.

Scale. The apparent size of a building or feature as it relates to the size of a person or other structures or features.

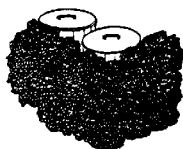
Lighting, Utilities and Trash Containers

Screening trash containers

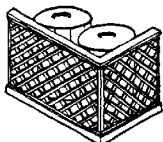
low wood fences



hedges or shrubs



lattice-work screens



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FOR ADDITIONAL INFORMATION...

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Architectural Styles •
Basic Design Principles •
Masonry Features and Walls •
Siding • Roofs • Porches •
Painting • Walks, Ramps and
Stairs • Additions and Auxiliary
Structures • New Construction •
Parking Areas • Signs

✓ Use ground-based low-voltage lighting at paths and steps where illumination from porch lights alone is insufficient for safety and convenience.

✓ Choose exterior lighting fixtures that are in scale with and subordinate to the overall architectural character of the building.

✓ Keep site and landscape lighting low in scale and unobtrusive in design.

✓ Install security lighting at the perimeter of the house or garage only when necessary. Limit motion-sensitive and dusk-to-dawn security lighting to areas not visible from the street frontage. Use only low-voltage lights close to the house to avoid harsh shadows.

✗ Do not install lighting fixtures that obscure or damage important features of a building.

✗ Do not use exterior flood lights to illuminate buildings, building features, or vegetation.

✗ Avoid exterior lighting that gives the surroundings an unnatural color, such as yellow bug lights or pink high intensity lights.

GUIDELINES FOR REHABILITATION

Utilities and Trash Containers

✓ Determine the number, placement, and present use of all utilities.

✓ If overhead utility connections, such as electric, telephone, and cable television, must occur at the front of a building, make sure they:

- are neatly organized
- are as small and few in number as possible
- do not hide, damage, or destroy the building's important characteristic features

✓ Eliminate overhead utility lines when possible by having them buried underground.

✓ Eliminate any utility lines and apparatus that are no longer in use and consolidate all other utilities, relocating them to an inconspicuous location at the rear or side of a building.

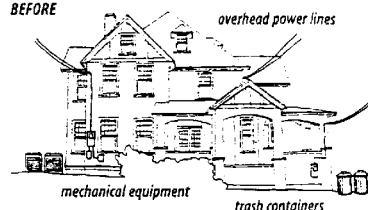
✓ Locate new or replacement fuel storage tanks and other underground utilities where they:

- will require little or no structural alteration or potential damage to the building served.
- will not damage or destroy significant plant materials or landscape features
- can be easily but inconspicuously serviced when necessary

✓ Use walls, fences, or plant materials that are in character with the style and setting of the building to screen utilities and equipment, such as:

- trash containers
- heating and cooling equipment
- satellite dishes

BEFORE



AFTER



Relocating or screening utilities improves the appearance of the front facade.

✓ Paint meter cabinets that cannot be screened the same color as the building walls on which they are mounted.

✗ Do not install window air-conditioning units at the front of a building. Instead, install units in double-hung windows at the rear or side of the building and conduct any condensate away from the house with small-diameter copper piping painted to match the exterior wall color.

✗ Avoid creating new openings in exterior walls to accommodate air conditioners or other heating and cooling equipment. If unavoidable, locate such openings on inconspicuous side or rear faces of the building without damaging or destroying important characteristic features.

✗ Do not keep trash containers and recycling bins in full view. Enclose or screen the areas where containers are routinely kept or place them in an inconspicuous location, such as at the rear or side of the building.

Walls and Fences

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT ★ CITY OF ROANOKE



The retaining wall provides for a level, but elevated front yard, while the fence offers privacy without obscuring the view of the house from the street and sidewalk.

Walls and fences are traditional ways of defining residential yards by delineating property lines and by separating public and private outdoor space. These may take the form of retaining walls, low stone walls, wrought-iron fences, wood picket fences, and privacy fences, many of which are important in helping to define the character of the H-2 District.

IMPORTANT CONSIDERATIONS...

Walls and fences are important space-defining features of many residential neighborhoods in the H-2 District.

Walls and fences provide an opportunity to extend the architectural style or character of a building into the surrounding landscape.

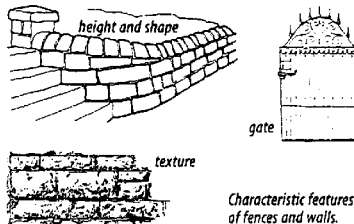
Hedges and other plant materials often can help soften the enclosure provided by a wall or fence.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments not recommended and other warnings are indicated by ✗.

Retaining Existing Features

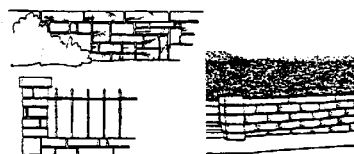
- ✓ Identify and keep all important features and characteristics of historic walls fences, including:
 - textured masonry
 - distinctive profile
 - craftsmanlike details
 - decorative coping
 - distinctive gates and steps
 - traditional bonding pattern and mortar joint profile
- ✗ Do not remove historic features, such as stone retaining walls and wrought-iron fences.



Characteristic features of fences and walls.

Materials

- ✓ Use traditional materials to build walls and fences, such as:
 - unpainted brick
 - unpainted stone
 - painted wrought or cast iron
 - painted wood
 - combinations of masonry with wood or metal



Examples of appropriate masonry walls and walls combined with iron fencing and plant materials.

- ✓ Retain and maintain existing boundary hedges whenever possible that contribute to the character of a property or the historic district.

- ✓ Build retaining walls, where necessary, of stone, reinforced or fully bonded brick, or masonry veneer over reinforced concrete block. Decorative concrete block that matches that in the district is also acceptable. Logs and railroad ties may be appropriate for edging planting beds or for landscape steps, but should not be used for retaining walls that will be visible from the street.

- ✗ Do not use chainlink, plastic, fiberglass, or plywood fences, nor concrete or concrete block walls within the historic district. Where these are existing, remove them whenever feasible, either when making repairs or undertaking a comprehensive rehabilitation.

Height

- ✓ Use walls that range in height from 1'-0" to 4'-0". The recommended height for retaining walls used with or without fencing, or freestanding walls, is 2'-6".

DEFINITIONS

Coping. The protective cap or top of a wall, often of concrete or stone.

Picket. A partial column or post engaged with a wall.

Picket fence. A fence formed of wood or metal pickets, generally spaced a uniform distance apart, that provides varying degrees of visual screening or enclosure.

Pier. A column, typically square in shape, that supports a concentrated weight above.

Privacy fence. A fence formed of boards or pickets arranged in a solid or overlapping manner to provide visual screening.

Rehabilitation. Making possible a compatible new use for a building through repair, alterations, or additions while preserving portions or features that are important to the building's historic or architectural character.

Streetscape. The overall appearance of buildings, signs, lights, plantings, and other elements along a street.

Walls and Fences

✓ Use picket fences that range in height from 2'-6" to 4'-0". The recommended height for picket fences in front yards is 3'-6".

✓ Use privacy fences that range in height from 4'-0" to 6'-0". The recommended height for privacy fences in rear yards is 6'-0".

✓ Limit the height of fences as follows:

- front yard: 4'-0"
- side yard: 4'-0" – 6'-0"
- rear yard: 6'-0"

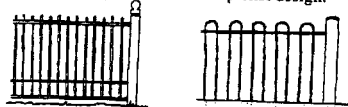
Other Design Considerations

✓ Choose a fence design that relates to the character of your house or building. In addition, if both picket and privacy fences are used, make sure that the designs relate to each other.

✓ Respect the character of the streetscape when deciding:

- whether or not to use a wall or fence
- what materials are appropriate to your house and neighborhood
- the height, location, and design of the wall or fence

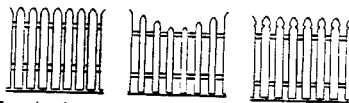
✓ Give fencing in a front yard an open character by using a simple iron or wood picket design.



Examples of appropriate iron fences.

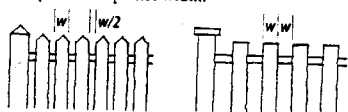
✓ Ensure that wood fence posts either have a solid cap or are sloped to shed water and prevent deterioration.

✓ Choose a compatible profile and appearance for wood fence posts that are in the same plane as the pickets. Posts located behind the line of pickets and are not a major visual element may be of a simpler design as long as they shed water.



Examples of appropriate wooden picket fences.

✓ Size picket fence elements appropriately. Iron pickets should be spaced 3" to 6" apart. Wood pickets should be 1-1/2" to 3-1/2" wide with a space between the pickets ranging from one-half to equal to the picket width.

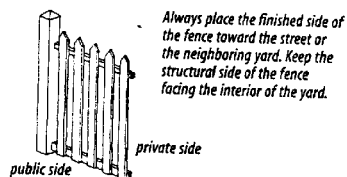


Appropriate picket spacing.

✓ Keep walls in a front yard low in height (2'-6" or less) or combine them with picket fencing placed between solid piers.

✓ Consider planting vegetation adjacent to walls and fences to soften their appearance.

✓ Orient all fences so that the posts, rails, and braces face **into** the property and the finished side or pickets face the public right-of-way or the adjacent neighbor.



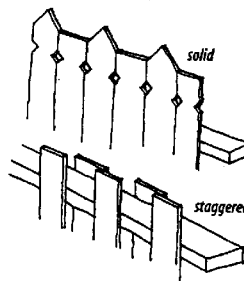
Always place the finished side of the fence toward the street or the neighboring yard. Keep the structural side of the fence facing the interior of the yard.

✓ Where fences are seen from public rights-of-way, they should be painted an appropriate color. Iron fences should be black or dark green; wood fences may be white, dark green, or a color taken from the building color scheme—provided it is subdued in character.

✗ Do not use wood privacy fences in a residential front yard. Alternatives include:

- wood picket fences
- hedges or shrubs
- decorative iron fences
- other plantings

Examples of appropriate privacy fences.



✗ Do not allow fences or walls to conceal or visually overpower nearby buildings.

Maintenance

✓ Repoint brick or stone walls that have deteriorated mortar. See *Masonry Features and Walls* for information on proper repointing techniques.

✓ Prevent water damage to masonry walls by properly grading the ground at their base and by maintaining wall caps or copings.

✓ Replace missing items from cast- or wrought-iron fences by finding suitable replacements in a salvage yard or by having them recast.

The Architectural Design guidelines for the H-2 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact: City Department of Community Planning and Development, Room 162, Municipal Building, 5 Church Avenue, S.W., 1-2344.

FOR ADDITIONAL FORMATION...

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Basic Design Principles • *Masonry Features and Walls* • *Planting* • *Walks, Ramps and Stairs* • *Lighting, Utilities and Signs* • *Containers* • *Additions* • *Auxiliary Structures* • *New Construction* • *Parking Areas*

**Architectural Design Guidelines
Amendment
July 13, 2000**

H-2 district guidelines for Walls and Fences

Materials

Guidelines for decorative concrete block retaining walls:

- Maximum height of 30 inches
- Not allow it to step back
- Only in the rear of the property and unobtrusive, not visible from the street
- All exposed surfaces have textured finishes or dressed finishes
- Have a top cap
- Color is compatible with its application

Additions and Auxiliary Structures

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT * CITY OF ROANOKE



A rear addition can be designed to be harmonious with the original section of a historic building by paying careful attention to construction materials, size, and detailing.

The form and appearance of buildings evolve over time according to the needs of their occupants. Many older buildings in the H-2 District show evidence of later additions, such as a new room or wing, an enclosed porch, a deck, or a detached garage or other outbuilding. While such additions often prolong the useful life of an older building, it is important that they do not detract from its original character. Some present-day additions—particularly decks—do not have a historical tradition and may look out of place on certain styles of architecture unless they are screened from view or located inconspicuously.

IMPORTANT CONSIDERATIONS...

The design and placement of additions and auxiliary structures can have an important influence on a building's overall appearance.

Many historic buildings tell a story of growth and change over time; let your contribution to your building's story be as carefully planned and executed as what came before you.

GUIDELINES FOR COMPATIBLE DESIGN

- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Design Relationship

✓ All new construction should be compatible with the existing building or buildings on the property and their surroundings in:

- size
- color
- materials
- scale
- location

✓ Design and construct additions so that the basic form and character of the historic building will remain intact if the additions are ever removed.

✓ Make new construction reflect the times in which it was built; do not create the mistaken impression of it being older than it is.

✓ Adopt a compatible style for new auxiliary structures and additions or use design motifs of the original building. Avoid reproducing details that make new work appear to be original.



Compatible additions maintain features of the original building, such as roof pitch, window style, and scale.

Location, Orientation, and Size

✓ Locate any additions or auxiliary structures as inconspicuously as possible on the side or, preferably, on the rear of a building.

✓ Site and orient additions and auxiliary structures so that they are clearly subordinate to the existing structure. Additions to the side of a building should be set back from the face of the existing structure's front facade by at least two feet. Additions to buildings on corner lots should orient away from both streets, if possible, or to the less important of the two streets.

✓ Check the local zoning setback requirements for additions and auxiliary buildings.

✗ Do not design new outbuildings and additions that are larger than the principal building on the lot.

✗ Do not locate new additions or structures in a manner that upstages the importance of the principal building.

DEFINITIONS

Auxiliary structure. Any small building not attached to the main structure on a property, such as a detached garage or toolshed.

Baluster. A short vertical member that supports a handrail.

Design motif. A commonly repeated design or ornament.

Fascia. A plain, wide horizontal band, supported by columns or posts.

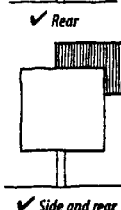
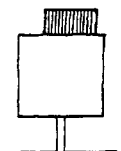
Form. The overall shape of a building, including its length, width, and height.

Pergola. A wood-framed garden structure, often with lattice, supported by posts or columns.

Scale. The apparent size of a building as it relates to the size of a person or another structure.

Additions and Auxiliary Structures

Acceptable deck locations.



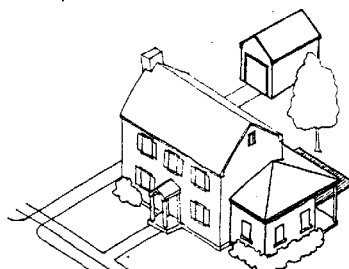
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Basic Design Principles • Masonry Features and Walls • Siding • Windows and Doors • Roofs • Porches • Painting • Walks, Ramps and Stairs • Lighting, Utilities and Trash Containers • Walls and Fences • New Construction • Parking Areas • Signs



New additions should remain subordinate to the original building.

Materials

✓ Choose materials that are compatible with the existing structure and are appropriate to the residential character of the historic district, such as:

- brick
- stone
- stucco
- wood siding

✓ Make sure the colors of the materials selected are compatible with those of the main residence and neighboring houses, particularly when choosing brick or stone that has its own color. Follow similar approaches about the choice of paint colors.

Architectural Features

✓ Install windows and doors in auxiliary structures and additions that are similar to those of the main residence in:

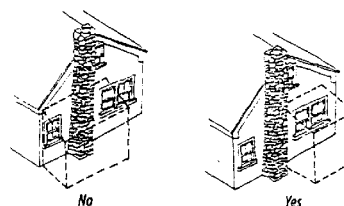
- type
- scale
- proportion
- detailing
- rhythm



The windows of this addition are too large compared with those used in the original building.

✓ Use roofing forms and materials for new additions and auxiliary structures that are compatible with those of the main building. Generally, outbuildings should have the same or shallower roof pitch than the main residence.

✗ Do not obscure or destroy characteristic features of the historic structure when making additions or building auxiliary structures.

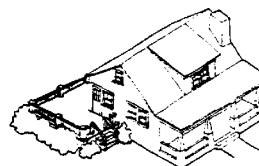


Locate new additions so they do not obscure or destroy characteristic features, such as this fieldstone chimney.

✗ Do not use window types, such as bay, sliding, or casement windows, that are not commonly found on residences in the historic district.

Porches, Decks, and Patios

✓ Locate new porches, decks, and patios inconspicuously on the side or rear of a building, and make them compatible in architectural design, materials, and finish with the building.



This new deck's location and plantings reduce its visual impact from the street. Its design relates to that of the historic residence.

✓ Screen new decks and patios with plant materials if they are visible from the street.

✓ Construct new porches, decks, and pergolas of pressure-treated wood or naturally decay-resistant species such as cedar, cypress, or redwood, and finish them with a coat of paint or stain.

✓ Patios should be paved with materials compatible with existing walks and paths, such as brick, stone, or dressed concrete.

✓ See *Porches* for more information on replacing missing or deteriorated front porches.

✓ Install porch and deck railings with a railing both above and beneath the balusters.

✓ Stairs should have covered risers.

✗ Do not construct new porches, decks, and patios so that they obscure, damage, or require the removal of important architectural features of the principal building.

✗ Do not construct deck railings so that the pickets are attached directly to the deck flooring or the fascia board. Pickets must be attached to a bottom rail.

New Construction

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT * CITY OF ROANOKE



Vacant lots create an opportunity for new construction within the H-2 District.

New construction is appropriate on existing vacant parcels within the H-2 District and on parcels that become vacant in the future because of extreme deterioration or catastrophic disasters that destroy or severely damage buildings. Appropriate new construction increases neighborhood vitality, property values, safety, and livability of the district.

IMPORTANT CONSIDERATIONS...

The size, proportion, and location of new buildings in relation to existing buildings is important in maintaining the appearance of the H-2 District.

New buildings that reflect the traditional site planning and architectural characteristics of the neighborhood without copying the architecture provide a link between the past and present.

Continuing the use of traditional architectural features such as porches is important in maintaining a sense of neighborhood identity and vitality.

GUIDELINES FOR COMPATIBLE DESIGN

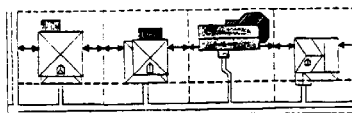
- Recommended actions or treatments are indicated by ✓.
- Actions or treatments **not recommended** and other warnings are indicated by ✗.

Siting and Relationship to Street

✓ Orient the front of a new building towards the most important street bordering the property. Buildings on corner lots should be sited so that the front faces the larger or more prominent street.

✓ Conform to the predominant front and side setback patterns of existing buildings on the same street.

✗ Do not site a building significantly farther away or closer to the street than other existing buildings.



Incompatible new construction sited beyond typical front and side setbacks.

✗ Do not locate primary entrances at the rear of a building unless provisions are made for the appearance of a front entry on the street side of the building.

Massing and Roof Forms

✓ Comply with the predominant height of adjacent neighborhood buildings. Most residential buildings in the historic district are two-and-a-half stories in height, although there is some variation. New construction should not differ in height by more than twenty percent from the typical buildings on the street.



Most of the residential buildings within the H-2 District are two or more stories. New construction should comply with the predominant height of neighboring buildings.

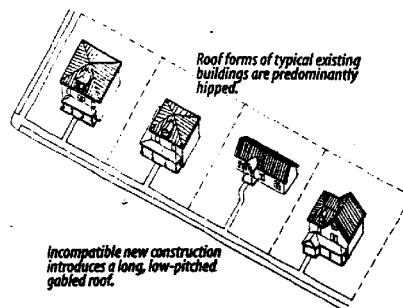
New Construction



Typical existing residences

Compatible new residence

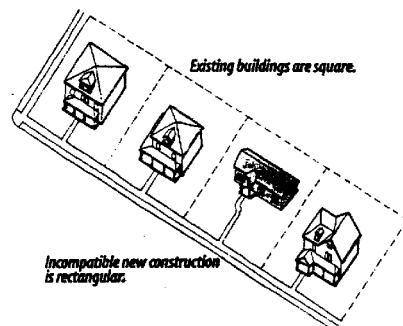
New construction should include a front porch if porches are a predominant feature of existing buildings.



Roof forms of typical existing buildings are predominantly hipped.

Incompatible new construction introduces a long, low-pitched gabled roof.

Roof forms of new buildings should follow the predominant roof forms of existing buildings.



Existing buildings are square.

Incompatible new construction is rectangular.

New construction should conform to the common forms of other buildings on the street.

DEFINITIONS

Gabled roof. A double-sloping roof.

Hipped roof. A type of roof with sloped ends instead of vertical ends.

Massing. The form of a structure, its width, depth, and height, as if it were a solid object or box.

Proportion. The width-to-height relationship of openings, such as windows and doors, or the combined area of openings to the area of the wall.

Setback. The distance between a structure and a property line, street, sidewalk, or other line of reference.

Streetscape. The overall appearance of buildings, signs, lights, plantings, and other elements along a street.

✓ Respect the character of the streetscape along which the new building will be located and comply with the predominant width and proportion of existing buildings.

✓ Follow the predominant roof forms of existing buildings in the immediate vicinity for new construction. Common roof forms include gabled, hipped, and intersecting.

Style and Building Type

✓ Adopt a compatible style for new construction that upholds the traditional character of older residential buildings in the historic district, yet avoids exact imitation of existing buildings.

✓ Make new non-residential buildings compatible by making the height, exterior materials, setback, roof form, and widths along street frontages similar to those of historic buildings. Use prominent or publicly scaled entries, commercial-style windows and doors that have proportions similar to those used on historic buildings, and plantings that are traditional to the area. These features identify a non-residential use.

✗ Do not make new office buildings look like residential buildings, but they must be compatible in design with neighboring residential buildings. They should be easily recognizable as office or institutional buildings.

✗ Do not design and construct "reproduction" styles that confuse the identities of new and historic buildings in the neighborhood.

Windows and Doors

✓ Consider the size, proportion, spacing, and rhythm of existing window and door openings of neighboring buildings. New construction should reflect characteristic window and door patterns.



Do not allow the proportions of a new building to differ greatly from the predominant proportion of other buildings along the street.

New Construction



New non-residential building in an existing setting.

✓ Respect the relationship of window-to-wall area of existing buildings. Most residential buildings in the historic district have a higher proportion of solid wall surface than windows.

✗ Do not incorporate large expanses of either glass or solid wall to promote a "contemporary" or "modern" appearance.

Materials, Color, and Details

✓ Choose materials appropriate to the residential character of the historic district, such as:

- brick
- stone
- stucco
- wood

✓ Use the predominant materials found in the neighborhood, such as brick or painted clapboard, for new construction to promote a sense of continuity.

✓ Make sure the colors of the materials selected are compatible with those of neighboring houses, particularly when choosing brick or stone that has an inherent color.

✓ Incorporate an appropriate amount of detail and decoration in new construction to promote compatibility with existing buildings and avoid blandness. Refer to design motifs of neighboring houses but avoid duplicating features unique to a particular house.

✓ Keep signs and lighting to a minimum for new commercial buildings in the district.

✗ Do not use materials that are not common to the historic district, such as:

- poured concrete
- vertical wood siding
- unfinished concrete block



Lack of detail.



Inclusion of detail.

The same approach to detailing used in existing traditional residences should be used, where appropriate, for new construction.



Typical window relationships.

Inappropriate size, proportion, and rhythm of window openings.

New Construction

Porches

✓ Incorporate porches as part of the design of new buildings where they are a feature of existing adjacent buildings and characteristic of the street.

Landscape Treatments

✓ Retain significant landscape features on the property. Consider the following when planning new construction:

- retaining walls • gardens
- mature trees or shrubs

✓ Improve the appearance of driveways and parking areas with plant materials at their edges. See *Parking Areas* for more information.

✓ Consider the mature size and height of plant materials prior to planting.

✓ Divert water from the building foundation by properly grading the soil to slope away from the building.

✗ Do not use foundation plantings that will produce a crowded appearance or increase the likelihood of building deterioration as they grow to mature size.

✗ Avoid planting trees or large shrubs close to the foundation of the building where they may cause structural damage as they grow.



Typical existing residences.

Incompatible new construction.

New construction should include a front porch if porches are a predominant feature of existing buildings.

The Architectural Design Guidelines for the H-2 District were prepared for the City of Roanoke by Land and Community Associates of Charlottesville, Virginia.

For additional information, please contact:
City Department of
Community Planning and
Development, Room 162,
Municipal Building
215 Church Avenue, S.W.
981-2344.

FOR ADDITIONAL INFORMATION...

Refer to other brochures in this series on the following related subjects:

*Basic Design Principles •
Masonry Features and Walls •
Siding • Windows and Doors •
Roofs • Porches • Painting •
Walks, Ramps and Stairs •
Lighting, Utilities and Trash
Containers • Walls and Fences •
Additions and Auxiliary
Structures • Parking Areas •
Signs*

551
11/03/02

7.a.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION endorsing Architectural Design Guidelines for the H-1, Historic District, and the H-2, Neighborhood Preservation District.

WHEREAS, on August 10, 1995, the Architectural Review Board for the City of Roanoke ("ARB") adopted the Architectural Design Guidelines for the H-2, Neighborhood Preservation District ("H-2 Guidelines");

WHEREAS, the ARB amended the H-2 Guidelines to incorporate certain guidelines for retaining walls;

WHEREAS, the ARB has considered the Architectural Design Guidelines for the H-1, Historic District ("H-1 Guidelines"), when applications for work in the H-1, Historic District, are filed;

WHEREAS, the H-1 Guidelines and the H-2 Guidelines, as amended, are guidelines and are not mandatory; and

WHEREAS, the ARB has requested that City Council endorse the H-1 Guidelines and the H-2 Guidelines, as amended.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that this Council hereby endorses the Architectural Design Guidelines for the H-1, Historic District, and the Architectural Design Guidelines for the H-2, Neighborhood Preservation District, as amended, to the extent that the H-1 Guidelines and H-2 Guidelines, as amended, are not inconsistent with either the authority granted to the City of Roanoke by the General Assembly, any law of the Commonwealth of Virginia, or any provision in the Code of the City of Roanoke (1979), as amended.

ATTEST:

City Clerk.

WMT

9.a.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION electing and appointing Jesse A. Hall as Director of Finance for the City of Roanoke, and ratifying the terms and conditions of employment as offered to Mr. Hall.

WHEREAS, the City Council desires to elect and appoint Jesse A. Hall as Director of Finance pursuant to the Roanoke Charter of 1952; and

WHEREAS, Jesse A. Hall has agreed to accept election and appointment as Director of Finance;

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. Jesse A. Hall is hereby elected and appointed as Director of Finance of the City of Roanoke effective midnight January 31, 2002, or as soon thereafter as Mr. Hall can assume such position, for a term which shall expire September 30, 2002.

2. The terms and conditions of Mr. Hall's election and appointment as Director of Finance shall be as hereinafter set forth:

- (a) The annual salary shall be \$104,750;
- (b) The City shall annually pay on behalf of Mr. Hall the sum of \$8,000 to the International City Management Association-Retirement Corporation (ICMA-RC) for Mr. Hall's participation in the ICMA-RC Retirement Plan, and the City shall execute any necessary agreements to provide for such payment. During the first year of employment, such amount shall be prorated.

- (c) Recognizing that the job requirements of Director of Finance routinely require incurring of travel related expenses in the course of City business, a bi-weekly salary increment of \$76.92 shall be provided for use by Mr. Hall of a privately-owned or leased automobile in the conduct of official City business;
- (d) In lieu of the City putting into force on Mr. Hall's behalf a disability insurance policy, the additional sum of \$2,500 has been included in Mr. Hall's salary as set forth above.
- (e) The City shall reimburse Mr. Hall for moving expenses in the amount of \$1,500.00; and
- (f) With respect to benefits and terms and conditions of employment not enumerated in this resolution, Mr. Hall shall be accorded such benefits and shall be subject to such terms and conditions on the same basis as other similarly situated employees of the City.

3. Mr. Hall will make arrangements to qualify for office by taking the required Oath of Office as soon as practicable.

ATTEST:

City Clerk.

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9. b.

WJW

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION appointing a Director of the Industrial Development Authority of the City of Roanoke, to fill the remaining portion of a four (4) year term on its Board of Directors.

WHEREAS, the Council is advised that Thomas Pettigrew, a Director of the Industrial Development Authority of the City of Roanoke, Virginia, resigned effective September 4, 2001, and the vacancy has not been filled; and

WHEREAS, §15.2-4904, of the Code of Virginia (1950), as amended, provides that appointments made by the governing body of such Directors shall, after initial appointment, be made for terms of four (4) years except appointments to fill vacancies which shall be for the unexpired terms.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that Charles Hunter is hereby appointed as a Director on the Board of Directors of the Industrial Development Authority of the City of Roanoke, Virginia, to fill the remaining portion of the unexpired term of Thomas Pettigrew which commenced on February 5, 2001, and will expire on October 20, 2004.

ATTEST:

City Clerk.

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